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ABSTRACT

This compilation presents approximately 400 resumes of instructional materials for business and office education. The resumes cover a broad range of fields and occupations and are arranged in ascending order according to an accession (VT) number. Each resume includes the author(s), title, institutional source, sponsoring agency, availability, publication date, number of pages, subject terms which characterize the contents of the document, and a document abstract. Author, subject, and VT-ED (ERIC Document) number cross reference indexes are included. Ordering information for full text reproductions of the original documents is provided in the introductory section. (RG)

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ED133553

**BUSINESS AND OFFICE EDUCATION
INSTRUCTIONAL MATERIALS**

from

Abstracts of Instructional and Research Materials
in Vocational and Technical Education
1972-1975

compiled by
Emmett E. Mason

The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

1976

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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CE 009 597

FOREWORD

Instructional materials specific to the field of business and office education have been compiled for this publication. These items, in the form of abstracts, are selections from Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM). This is the second edition of this series and it presents abstracts which have appeared in AIM/ARM since 1972. The first edition is available in the ERIC microfiche collection as ED 063 505.

Other publications in this series include compilations of abstracts of instructional materials for agricultural education, distributive education, health occupations education, home economics education, industrial arts education, and trade and industrial education. Administrators, teachers and others may use this publication to identify and obtain instructional materials for use in business and office education programs. Researchers and curriculum developers may use this publication as the baseline on which to develop new materials.

Members of the profession are encouraged to forward instructional materials for possible inclusion in future issues of AIM/ARM. We are indebted to our colleagues in business and office education for providing us instructional materials for past issues of AIM/ARM. We also appreciate the contributions of instructional materials laboratories, curriculum management centers, research coordinating units, local school systems and professional associations.

The profession is indebted to Emmett E. Mason of Central Michigan University who compiled this publication. He exercised his judgment in selecting materials from AIM/ARM which would be useful in business and office education programs.

We hope that this publication will prove valuable to you in your educational endeavors.

Robert E. Taylor
Director
The Center for Vocational
Education

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SAMPLE ABSTRACT

Accession number sequentially assigned to documents as they are processed.

VT 100 000

Author(s).

RICHARDS, F.L.

Microfiche (MF) and/or hard copy (HC) of the full text of the document will be available. The issue in which ordering numbers will be given is indicated. Documents not available in MF or HC are available from alternate sources cited.

OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE.

Title.

PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK.
DEPARTMENT OF AGRICULTURAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
DIVISION OF ADULT AND VOCATIONAL RESEARCH.

Organization where document originated.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

Agency responsible for initiating, funding, and managing the project producing the document.

OEC-0-85-12345 (7291)
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DEPARTMENT OF AGRICULTURAL EDUCATION, PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK, PENNSYLVANIA 16802 (\$1.00).

Alternate source for obtaining documents.

Date published and number of pages.

PUB DATE - 71 56P.

Descriptors—subject terms characterizing substantive contents. Major terms preceded by asterisk.

DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION
IDENTIFIERS - *PENNSYLVANIA

Identifiers—terms not found in the Thesaurus of ERIC Descriptors.

Informative condensation of document content.

ABSTRACT - INTENDED TO SUGGEST SUBJECT MATTER CONTENT OF COURSES OR PROGRAMS IN ORNAMENTAL HORTICULTURE FOR HIGH SCHOOL AND POST-SECONDARY VOCATIONAL-TECHNICAL PROGRAMS, THIS CURRICULUM GUIDE WAS PREPARED BY STAFF MEMBERS OF THE AGRICULTURAL EDUCATION DEPARTMENT AT THE PENNSYLVANIA STATE UNIVERSITY AND TESTED IN A WORKSHOP WITH VOCATIONAL AGRICULTURE TEACHERS. CONTENTS ARE: (1) OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE, (2) ORNAMENTAL HORTICULTURE PROGRAMS FOR GRADES 10, 11, AND 12, (3) NURSERY PRODUCTION . . . THE CONTENT IS PRESENTED IN OUTLINE FORM UNDER EACH TOPIC AND IS APPLICABLE TO THE UNITED STATES AND LOWER CANADA. (GB)

Abstractor's initials.

USING THIS PUBLICATION

Instructional materials for business and office education that have appeared in Abstracts of Instructional and P search Materials in Vocational and Technical Education (AIM/ARM) between 1972 and 1975 are presented in this single volume for your convenience.

An abstract presents information about a document's content to help you to decide if you want to read the full text of the document. It also provides information about the document's author, source, and availability. Abstracts are arranged in ascending VT-number order. A sample abstract is explained in detail.

The indexes help you to locate page numbers and VT numbers of abstracts by subject and author. Index terms used in the subject index are ERIC descriptors and additional identifiers. Author and institution names appear in the author index.

The full texts of documents are available from the original sources or from the ERIC Document Reproduction Service (EDRS) as microfiche or xerox reproductions. Ordering information for AIM/ARM and EDRS reproductions is provided in a following section.

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Distribution Unit
The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Subscriptions are for one (1) calendar-year periods only
and cost \$34.00 (Foreign subscriptions add \$2.00).

Subscribers will receive a year's volume (e.g., 1976,
Volume 9) consisting of six, bimonthly issues (e.g., Numbers
1-6) and an annual, cumulative subject and author index,
regardless of when in the year they subscribe.

ABSTRACTS

VT 010 614

CHARP, SYLVIA
SCIENTIFIC DATA PROCESSING COURSES
IN VOCATIONAL AND SECONDARY
SCHOOLS.

INTERNATIONAL BUSINESS MACHINES
CORP., WHITE PLAINS, N.Y. DATA
PROCESSING DIV.

MF AVAILABLE IN VT-ERIC SET.
INTERNATIONAL BUSINESS MACHINES,
CORP., 112 EAST POST ROAD, WHITE
PLAINS, NEW YORK 10601.

PUB DATE - ND 71P.

DESCRIPTORS - *CURRICULUM GUIDES;
*TECHNICAL EDUCATION; POST
SECONDARY EDUCATION; *DATA
PROCESSING; *COMPUTER SCIENCE;
COURSE CONTENT; PROBLEM SOLVING;
COURSE DESCRIPTIONS; MATHEMATICAL
APPLICATIONS; ENGINEERING
IDENTIFIERS - *INTERNATIONAL
BUSINESS MACHINES CORPORATION

ABSTRACT - TEACHERS MAY USE THIS
CURRICULUM GUIDE IN PLANNING A 2-
YEAR POST-HIGH SCHOOL COURSE TO
TRAIN STUDENTS AS PROGRAMERS FOR
ENTRY INTO DATA PROCESSING.
STUDENTS SHOULD BE HIGH SCHOOL
GRADUATES WITH A STRONG BACKGROUND
IN MATHEMATICS AND SCIENCE. FIVE
SUBJECTS ARE OUTLINED FOR THE 4
SEMESTERS, WITH EACH SUBJECT
OUTLINE INCLUDING COURSE
DESCRIPTION, LISTING OF MAJOR
DIVISIONS, AND TEXTS AND
REFERENCES. A PROGRAM OUTLINE
INCLUDES A CLASSROOM AND LABORATORY
TIME SCHEDULE. A GRADUATE STUDENT
DEVELOPED THIS CURRICULUM GUIDE AS
AN OUTGROWTH OF A SIMILAR PROGRAM
ALREADY IN USE. (GK)

VT 011 298

CLERICAL AND RECORD KEEPING
OCCUPATIONS, A SUGGESTED 1-YEAR
CURRICULUM.

OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C. DIV. OF VOCATIONAL
AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402 (\$1.50).

PUB DATE - 63 81P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CURRICULUM GUIDES; *INSTRUCTIONAL
MATERIALS; *PROGRAM DEVELOPMENT;
*CLERICAL OCCUPATIONS; RESOURCE
MATERIALS; OFFICE OCCUPATIONS
EDUCATION; RECORDKEEPING; JOB
TRAINING; CURRICULUM DEVELOPMENT;
EDUCATIONAL FACILITIES; EDUCATIONAL
EQUIPMENT

ABSTRACT - THIS PUBLICATION AND ITS
COMPANION, "STENOGRAPHIC-
SECRETARIAL OCCUPATIONS,"
SUGGESTING VOCATIONAL CURRICULUMS
IN OFFICE OCCUPATIONS, ARE DESIGNED
TO PROVIDE BASIC EDUCATION AND
SKILL DEVELOPMENT OPPORTUNITY FOR
ENTRY JOBS, REFRESHER TRAINING FOR
THOSE WHO HAVE BEEN ABSENT FROM THE
FIELD FOR SOME TIME, AND
SPECIALIZED TRAINING FOR THOSE
WISHING TO ADVANCE TO MORE
RESPONSIBLE OFFICE POSITIONS. THE
OUTLINES AND OTHER MATERIALS ARE
DESIGNED TO AID ADMINISTRATORS,
SUPERVISORS, TEACHER-TRAINERS, AND
TEACHERS IN THE PROMOTION AND
DEVELOPMENT OF VOCATIONAL COURSES.
THEY MAY ALSO PROVIDE GUIDANCE IN
EVALUATING AND UPGRADING EXISTING
OFFICE OCCUPATIONS TRAINING
PROGRAMS. THE SEVEN UNITS INCLUDE
LISTS OF TEXTS AND REFERENCE
MATERIALS AND COVER TOPICS SUCH AS:
(1) OFFICE PRACTICE, (2)
CORRESPONDENCE ENGLISH, (3) PAYROLL
RECORDS, (4) MACHINE CALCULATORS,
(5) BUSINESS PRINCIPLES AND
ORGANIZATION, AND (6) APPLIED
PSYCHOLOGY. ALSO INCLUDED ARE
SUGGESTED STANDARDS, SAMPLE LESSON
PLANS, AND TYPICAL FACILITIES
LAYOUT. THE RELATED DOCUMENT
MENTIONED ABOVE IS AVAILABLE IN
THIS ISSUE AS VT 011 970.
(AUTHOR/JS)

VT 011 970

STENOGRAPHIC-SECRETARIAL
OCCUPATIONS; A SUGGESTED 1-YEAR
CURRICULUM.

OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C. DIV. OF MANPOWER
DEVELOPMENT AND TRAINING.
MF AVAILABLE IN VT-ERIC SET.
OE-86007

BUSINESS AND OFFICE

3

SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402
(FS5.286:86007, \$4.45).
PUB DATE - 62 70P.

DESCRIPTORS - *STENOGRAPHERS;
*SECRETARIES; *CURRICULUM GUIDES;
*BUSINESS EDUCATION; *OFFICE
OCCUPATIONS EDUCATION; BUSINESS
SKILLS; VOCATIONAL EDUCATION;
BIBLIOGRAPHIC CITATIONS

ABSTRACT - FOR USE BY
ADMINISTRATORS, SUPERVISORS,
TEACHER-TRAINERS, AND TEACHERS IN
DEVELOPING AND CONDUCTING
VOCATIONAL COURSES IN THE FIELD OF
OFFICE OCCUPATIONS, THIS GUIDE IS
DESIGNED TO AID IN TRAINING
UNEMPLOYED AND UNDEREMPLOYED
WORKERS AS COMPETENT, QUALIFIED
STENOGRAPHERS AND SECRETARIES.
CONTENTS ARE DIVIDED INTO THREE
COURSES: (1) AN ENTRY OCCUPATIONS
COURSE CONSISTING OF THREE UNITS
COVERING BASIC SHORTHAND, TYPING,
VOCABULARY, AND OFFICE RELATIONS,
(2) A REFRESHER TRAINING COURSE,
WITH THREE UNITS COVERING MORE
ADVANCED TYPING, SHORTHAND, AND
ENGLISH AS WELL AS TRAINING ON
OFFICE MACHINES AND SECRETARIAL
PRACTICE, AND (3) AN UPGRADING
COURSE, WHICH PROVIDES TWO UNITS
COVERING ADVANCED BUSINESS SKILLS,
BUSINESS ORGANIZATION, BASIC
BUSINESS LAW, APPLIED PSYCHOLOGY,
AND OFFICE SUPERVISION. SUGGESTED
EVALUATION PROCEDURES,
INSTRUCTIONAL MATERIALS, SAMPLE
LESSON PLANS, EQUIPMENT AND
SUPPLIES, AND A SUGGESTED
FACILITIES LAYOUT ARE APPENDED. A
COMPANION DOCUMENT, "CLERICAL AND
RECORD KEEPING OCCUPATIONS," IS
AVAILABLE IN THIS ISSUE AS VT 011
298. (AW)

VT 012 101
MORGAN, THOMAS T.; DAVIS, DONALD R.
HOW TO AVOID FLYING BLIND. A
SOUND/FILMSTRIP.

CALIFORNIA SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS.
INDUSTRY-EDUCATION COUNCILS OF
CALIFORNIA.

DOCUMENT NOT AVAILABLE FROM EDRS.
THE OHIO SOCIETY OF CERTIFIED
PUBLIC ACCOUNTANTS, BOX 617,
WORTHINGTON, OHIO 43085
(RECORD/FILMSTRIP/TEACHERS GUIDE
AVAILABLE IN LIMITED QUANTITY).
PUB DATE - 68 16P.

DESCRIPTORS - *BUSINESS EDUCATION;
*FILMSTRIPS; *BUSINESS; SECONDARY
EDUCATION; *INSTRUCTIONAL
MATERIALS; CASE STUDIES

ABSTRACT - THIS 2-PART
SOUND/FILMSTRIP IS FOR USE AT THE
SECONDARY OR COLLEGE LEVEL TO
PRESENT AN AUDIOVISUAL ILLUSTRATION
OF THE DEVELOPMENT OF A TYPICAL
AMERICAN BUSINESS. TOPICS COVER:
(1) THE INNOVATOR, (2) THE
PARTNERSHIP, (3) THE CORPORATION,
AND (4) EXPLANATIONS OF SUCCESS.
ACCOMPANYING THE SOUND/FILMSTRIP IS
A TEACHER'S GUIDE DESCRIBING AND
ILLUSTRATING USE OF THE FILMSTRIP
AND CONTAINING A GLOSSARY OF
RELATED TERMS. (SB)

VT 012 991
SIMULATED OFFICE EDUCATION. COURSE
OF STUDY. TEACHER MANUAL.

UTAH RESEARCH COORDINATING UNIT FOR
VOCATIONAL AND TECHNICAL EDUCATION,
SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
UTAH STATE BOARD OF EDUCATION, 1400
UNIVERSITY CLUB BUILDING, 136 EAST
SOUTH TEMPLE, SALT LAKE CITY, UTAH
84111 (\$1.25).
PUB DATE - 70 61P.

DESCRIPTORS - *OFFICE OCCUPATIONS
EDUCATION; *BUSINESS EDUCATION;
*SIMULATION; INSTRUCTIONAL
MATERIALS; RESOURCE MATERIALS; ROLE
PLAYING; TEACHING TECHNIQUES;
TEACHER ROLE; *CLASS ACTIVITIES;
*MANUALS; TEACHING GUIDES; ANSWER
KEYS; TIME BLOCKS

ABSTRACT - THIS TEACHER MANUAL FOR
A SIMULATED MORTGAGE LOAN OFFICE
PROJECT SHOULD BE OF INTEREST TO
TEACHERS PLANNING CLASS ACTIVITIES
WITHIN A 2-HOUR TIME BLOCK. THIS
PARTICULAR SIMULATION ACTIVITY
REQUIRES SOME TYPING ABILITY AND

INVOLVES THE POSITIONS OF ADMINISTRATIVE ASSISTANT, CASHIER, EXECUTIVE SECRETARY, INSURANCE CLERK, POSTING AND TAX CLERK, RECEPTIONIST, AND VICE-PRESIDENT. INFORMATION FOUND IN THIS MANUAL PERTAIN TO SUCH THINGS AS (1) ROTATION PLANS, (2) INFORMATION FOR STUDENTS, (3) PHYSICAL FACILITIES, (4) EVALUATION, (5) RUSH JOBS, (6) OPERATIONS PROCEDURE, AND (7) MATERIALS NEEDED. ALSO INCLUDED IS A TEACHER'S KEY AND IDEAS FOR IMPLEMENTING THE PROJECT. A STUDENT MANUAL IS AVAILABLE AS VT 012 992, ALSO IN THIS ISSUE. (JS)

VT 012 992
SIMULATED OFFICE EDUCATION. COURSE OF STUDY. STUDENT MANUAL.

UTAH RESEARCH COORDINATING UNIT FOR VOCATIONAL AND TECHNICAL EDUCATION, SALT LAKE CITY.

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UTAH STATE BOARD OF EDUCATION, 1400 UNIVERSITY CLUB BUILDING, 136 EAST SOUTH TEMPLE, SALT LAKE CITY, UTAH 84111 (\$1.50).

PUB DATE - 70 133P.

DESCRIPTORS - *BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; *SIMULATION; *MANUALS; *ROLE PLAYING; INSTRUCTIONAL MATERIALS; *TIME BLOCKS; CLASS ACTIVITIES

ABSTRACT - DEVELOPED BY SEVERAL EDUCATORS, THIS STUDENT MANUAL FOR A SIMULATED MORTGAGE LOAN OFFICE INCLUDES THE MATERIALS NEEDED FOR STUDENT ROLE PLAYING. MORE SPECIFICALLY THE MANUAL INCLUDES (1) REFERENCE INFORMATION, (2) PROCEDURE MANUALS FOR SEVEN POSITIONS, (3) TASK SHEETS AND NARRATIVES, AND (4) A MASTER CUSTOMER LIST. THIS MANUAL IS TO BE USED BY STUDENTS WITH TYPING ABILITY AND IN A BLOCK TIME SITUATION. A TEACHER MANUAL IS AVAILABLE AS VT 012 991, ALSO IN THIS ISSUE. (JS)

VT 013 037
DATA PROCESSING.

DEPARTMENT OF EDUCATION, OTTAWA

(ONTARIO).

MF AVAILABLE IN VT-ERIC SET.

CURR-RP-33

PUB DATE - 66 33P.

DESCRIPTORS - *BUSINESS EDUCATION; *ELECTRONIC DATA PROCESSING; *CURRICULUM GUIDES; *PROGRAMING; SECONDARY GRADES; COMPUTER SCIENCE EDUCATION; TEACHING GUIDES; CHARTS; REFERENCE MATERIALS; FUNDAMENTAL CONCEPTS

ABSTRACT - THIS COURSE GUIDE WAS DEVELOPED BY THE ONTARIO DEPARTMENT OF EDUCATION FOR INSTRUCTOR USE IN TEACHING DATA PROCESSING IN THE BUSINESS AND COMMERCE CURRICULUMS OF SECONDARY SCHOOLS. THE 4-YEAR PROGRAM INCLUDES: (1) PRINCIPLES OF DATA PROCESSING, FOR GRADE 10, (2) BASIC PROGRAMING, FOR GRADE 11, AND (3) SYSTEMS DESIGN, FOR GRADE 12. OPTIONAL COURSES DEAL WITH COMPUTER FUNDAMENTALS, BUSINESS SYSTEMS PROGRAMING, AND UNIT RECORD FUNDAMENTALS. THE 5-YEAR PROGRAM CONSISTS OF: (1) 1-YEAR BUSINESS OPTION COMPUTER CONCEPTS, (2) BUSINESS DATA PROCESSING, AND (3) SPECIAL COMMERCIAL DATA PROCESSING. UNDER THE BASIC PROGRAMING SECTION, CHARTS ARE GIVEN FOR COBOL, FORTRAN, AND PL/I. REFERENCES AND A LIST OF FILMS AND FILMSTRIPS ARE INCLUDED. (GEB)

VT 013 048
BUSINESS AND OFFICE EDUCATION HANDBOOK AND GUIDE FOR SOUTH DAKOTA.

SOUTH DAKOTA STATE DEPT. OF PUBLIC INSTRUCTION, PIERRE.

MF AVAILABLE IN VT-ERIC SET.

BULL-61-A

PUB DATE - ND 69P.

DESCRIPTORS - *BUSINESS EDUCATION; *PROGRAM PLANNING; *PROGRAM GUIDES; OFFICE OCCUPATIONS EDUCATION; SECONDARY EDUCATION; CURRICULUM PLANNING; EDUCATIONAL OBJECTIVES; EDUCATIONAL EQUIPMENT; EDUCATIONAL PHILOSOPHY; SCHOOL COMMUNITY RELATIONSHIP; TEACHER CERTIFICATION; FEDERAL AID; DISTRIBUTIVE EDUCATION; STATE

CURRICULUM GUIDES; EDUCATIONAL FACILITIES; COURSE DESCRIPTIONS

ABSTRACT - DEVELOPED BY A STATE DEPARTMENT OF PUBLIC INSTRUCTION, THIS PROGRAM GUIDE SHOULD BE OF VALUE TO THOSE TEACHERS AND ADMINISTRATORS ENGAGED IN PLANNING AND CONDUCTING A HIGH SCHOOL BUSINESS EDUCATION PROGRAM. THE HANDBOOK IS DIVIDED INTO 15 SECTIONS WHICH INCLUDE: (1) INFORMATION FOR THE ADMINISTRATOR, (2) THE PHILOSOPHY OF BUSINESS EDUCATION, (3) SUGGESTED COURSE OFFERINGS AND SEQUENCES FOR VARIOUS SIZED HIGH SCHOOLS, (4) THE BUSINESS DEPARTMENT—PHYSICAL LAYOUT, (5) BUSINESS AND OFFICE TEACHER AIDS, (6) TEACHER CERTIFICATION, (7) PROFESSIONAL ORGANIZATION, AND (8) THE DISTRIBUTIVE EDUCATION PROGRAM. ALSO INCLUDED ARE NUMEROUS TABLES AND FIGURES ON SUCH TOPICS AS PERFORMANCE STANDARDS FOR OFFICE PRACTICE AND A CONCEPTUAL FRAMEWORK FOR BUSINESS EDUCATION. (JS)

VT 013 085

SIMULATED AUTOMOBILE INSURANCE MANUAL.

WASHINGTON INSURANCE COUNCIL, SEATTLE.
DOCUMENT NOT AVAILABLE FROM EDRS.
WASHINGTON INSURANCE COUNCIL, 1218 THIRD AVENUE, SEATTLE, WASHINGTON 98101.
PUB DATE - JUN70 145P.

DESCRIPTORS - *BUSINESS EDUCATION; *SIMULATION; *RESOURCE MATERIALS; *MANUALS; *INSURANCE OCCUPATIONS; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; INSURANCE COMPANIES; INTERDISCIPLINARY APPROACH; ROLE PLAYING; RETAILING; OFFICE OCCUPATIONS EDUCATION

ABSTRACT - THIS DOCUMENT IS A PROCEDURES MANUAL DEVELOPED FOR USE IN AN OFFICE SIMULATION PROJECT ON AUTOMOBILE INSURANCE. DESIGNED TO ACCOMPANY A MANUAL OF INSURANCE FORMS, INFORMATION IS INCLUDED FOR AGENCY PROCEDURES, COMPANY PROCEDURES, AND INSURANCE RATES.

MORE SPECIFIC INFORMATION CONCERNS THE (1) APPLICANT INTERVIEW, (2) COVERAGES, (3) LOAN PROCEDURES, (4) UNDERWRITING GUIDE, (5) POLICY OPERATIONS--DUTIES, AND (6) OFFICE MANAGER--DUTIES. THE RELATED FORMS ARE AVAILABLE AS VT 013 086, ALSO IN THIS ISSUE. (JS)

VT 013 086

SIMULATED AUTOMOBILE INSURANCE FORMS.

WASHINGTON INSURANCE COUNCIL, SEATTLE.
DOCUMENT NOT AVAILABLE FROM EDRS.
WASHINGTON INSURANCE COUNCIL, 1218 THIRD AVENUE, SEATTLE, WASHINGTON 98101.
PUB DATE - JUN70 76P.

DESCRIPTORS - *SIMULATION; *BUSINESS EDUCATION; SECONDARY EDUCATION; INSTRUCTIONAL MATERIALS; *RECORDS (FORMS); *INSURANCE OCCUPATIONS; INSURANCE COMPANIES; INTERDISCIPLINARY APPROACH; *MANUALS; ROLE PLAYING; RETAILING; OFFICE OCCUPATIONS EDUCATION

ABSTRACT - DEVELOPED BY THE WASHINGTON INSURANCE COUNCIL, THIS MANUAL OF FORMS IS TO BE USED AS RESOURCE MATERIAL FOR THE INSTALLATION OF AN OFFICE LABORATORY SIMULATION. THE SUBJECT MATTER OF THIS PARTICULAR OFFICE LABORATORY INVOLVES THE WRITING OF AUTOMOBILE INSURANCE THROUGH THE SERVICES OF AN INSURANCE AGENCY. CONSISTING OF FIVE OR SIX POSITIONS, THE COMPANY OFFICE IS STAFFED BY STUDENTS ON A ROTATING BASIS IN ORDER TO PROVIDE A VARIETY OF EXPERIENCES AND A TOTAL PICTURE OF THE INSURANCE BUSINESS. STUDENTS ALSO STAFF THE AGENCIES WHICH ARE RESPONSIBLE FOR ORIGINATING THE BUSINESS, TAKING APPLICATIONS, AND RATING AND PROCESSING THE TRANSMITTALS TO THE COMPANY. SUCH OPERATIONS ARE DESCRIBED IN THE PROCEDURES MANUAL ACCOMPANYING THIS SET OF FORMS. IT IS SUGGESTED THAT AN INTERDISCIPLINARY APPROACH CAN BE USED WITH THESE MATERIALS BY HAVING DRIVER EDUCATION AND AUTO SHOP STUDENTS APPLY FOR INSURANCE

AND ESTIMATE DAMAGE IN REGARD TO ACCIDENTS. THE PROCEDURES MANUAL MENTIONED ABOVE IS AVAILABLE AS VT 013 085, ALSO IN THIS ISSUE. (AUTHOR/JS)

VT 013 382

SHORTHAND, A COURSE OF STUDY MANUAL FOR TEACHERS.

PINELLAS COUNTY BOARD OF PUBLIC INSTRUCTION, CLEARWATER, FLA.
MF AVAILABLE IN VT-ERIC SET.
SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, 1960 EAST DRUID ROAD, P.O. BOX 4688, CLEARWATER, FLORIDA 33516 (\$1.00).

PUB DATE - SEP68 25P.

DESCRIPTORS - *COURSE ORGANIZATION; *COURSE CONTENT; *BUSINESS EDUCATION; *STENOGRAPHY; *MANUALS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; COURSE OBJECTIVES; SECONDARY EDUCATION; TEACHING TECHNIQUES

ABSTRACT - DEVELOPED BY MEANS OF A WORKSHOP, THIS COURSE OF STUDY FOR SHORTHAND TEACHERS REPRESENTS THE COMBINED THINKING OF THE WORKSHOP PARTICIPANTS. IT ALSO INTEGRATES LOCAL AND NATION-WIDE TRENDS IN SHORTHAND AND OTHER DISCIPLINES AND RECOMMENDS, IN OUTLINE FORM, A 4-SEMESTER SEQUENCE OF STUDY. THE MANUAL IS DIVIDED INTO THE FOLLOWING SECTIONS: (1) PHILOSOPHY OF BUSINESS EDUCATION, (2) SHORTHAND OBJECTIVES, (3) SHORTHAND PRINCIPLES, (4) BEGINNING DICTATION, (5) INTRODUCTION TO TRANSCRIPTION, (6) SPEED DICTATION AND TRANSCRIPTION, AND (7) SELECTED BIBLIOGRAPHY. INCLUDED ARE SUGGESTIONS CONCERNING THE GRADE LEVEL, TIME BLOCK, PREREQUISITES, STANDARDS OF ACHIEVEMENT, AND TEACHING TECHNIQUES. (JS)

VT 013 388

INTRODUCTION TO BUSINESS, CURRICULUM GUIDE.

JEFFERSON COUNTY PUBLIC SCHOOLS, LOUISVILLE, KY. DEPT. OF CURRICULUM DEVELOPMENT AND SUPERVISION.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 69 40P.1969
REVISION.

DESCRIPTORS - *BUSINESS EDUCATION; *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *BUSINESS ADMINISTRATION; SECONDARY EDUCATION; ECONOMICS; CAREER PLANNING

ABSTRACT - DEVELOPED THROUGH COMMITTEE, THIS CURRICULUM GUIDE FOR INTRODUCTION TO BUSINESS IS A REVISED EDITION OF A PREVIOUSLY USED WORKING COPY OF THE GUIDE. THIS GUIDE CONTAINS A VARIETY OF ACTIVITIES AND CLASSROOM TECHNIQUES THAT TEACHERS MAY BE ABLE TO ADAPT TO THE INTERESTS AND ABILITIES OF THEIR OWN CLASSES. INFORMATION IN THE GUIDE IS DIVIDED INTO 14 UNITS WHICH INCLUDE: (1) YOUR ROLE IN THE BUSINESS WORLD, (2) OUR ECONOMIC SYSTEM, (3) CONSUMER EDUCATION, (4) OUR TAX SYSTEM, (5) EMPLOYMENT IN THE BUSINESS WORLD, (6) TRAVEL, AND (7) FINDING AND FILING SOURCES OF INFORMATION. ALSO INCLUDED ARE (1) SUGGESTIONS FOR FIELD TRIPS, GUEST SPEAKERS, FILMS, AND BULLETIN BOARD, (2) EDUCATIONAL OBJECTIVES, AND (3) A REVIEW OF BUSINESS MATHEMATICS. (JS)

VT 013 391

OFFICE SERVICES, GRADE TWELVE.

JEFFERSON COUNTY PUBLIC SCHOOLS, LOUISVILLE, KY. DEPT. OF CURRICULUM DEVELOPMENT AND SUPERVISION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 155P.

DESCRIPTORS - *BUSINESS EDUCATION; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY EDUCATION; *OFFICE MACHINES; *OFFICE OCCUPATIONS EDUCATION; TEACHING TECHNIQUES

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS, THIS TEACHING GUIDE WAS PREPARED FOR USE IN A SPECIALLY FUNDED TWELFTH GRADE BUSINESS MACHINES CLASS. EQUIPMENT ON WHICH THE GUIDE IS BASED ARE THE: (1) COLLATOR, JOGGER AND ELECTRIC STAPLER, (2) MAIL OPENER, (3)

BUSINESS AND OFFICE

7

FOLDING MACHINE, (4) INSERTING MACHINE, (5) KEYBOARD EMBOSSEING MACHINE, (6) ADDRESSER-PRINTER, (7) MAILING MACHINE, AND (8) PARCEL POST SCALE AND SCALES. IN ADDITION TO PROVIDING TEACHER AND STUDENT MATERIALS FOR THE ABOVE EQUIPMENT, THE GUIDE ALSO INCLUDES NINE INSTRUCTIONAL UNITS AND NUMEROUS RESOURCE MATERIALS FOR USE IN VARIOUS CLASS ACTIVITIES. THE UNITS PROVIDE INFORMATION ON SUCH TOPICS AS THE ZIP CODE, CIVIL SERVICE, AND BULK RATE MAIL WHILE THE RESOURCE MATERIALS INCLUDE TIPS ON USING TRANSPARENCY MASTERS AND COMPUTING THE SIZE OF A PACKAGE. (JS)

VT 013 398
BUSINESS ENGLISH (WORKING COPY).

JEFFERSON COUNTY PUBLIC SCHOOLS,
LOUISVILLE, KY. DEPT. OF CURRICULUM
DEVELOPMENT AND SUPERVISION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 92P.

DESCRIPTORS - *BUSINESS EDUCATION;
*TEACHING GUIDES; *BUSINESS
ENGLISH; *BUSINESS CORRESPONDENCE;
CURRICULUM GUIDES; VOCATIONAL
EDUCATION; LETTERS
(CORRESPONDENCE); *INSTRUCTIONAL
MATERIALS; RESOURCE MATERIALS;
EDUCATIONAL OBJECTIVES

ABSTRACT - DEVELOPED THROUGH A
COMMITTEE, THIS TEACHING GUIDE
OUTLINES THE FINAL ENGLISH COURSE
SPECIALLY DESIGNED FOR STUDENTS IN
VOCATIONAL BUSINESS EDUCATION.
DIVIDED INTO TWO SEMESTERS, THE
GUIDE WAS DEVISED SO THAT THE BASIC
RULES OF COMMUNICATION CAN BE
REVIEWED AND STRENGTHENED AND THEN
APPLIED TO REALISTIC OFFICE
SITUATIONS. THE GUIDE INCLUDES
INFORMATION ON: (1) GRAMMAR, (2)
WORD POWER, (3) PENMANSHIP, (4)
ORAL COMMUNICATION, (5) LETTER
WRITING, AND (6) GENERAL PRINCIPLES
OF COMMUNICATION. ALSO INCLUDED ARE
EDUCATIONAL OBJECTIVES, SAMPLE
TESTS, DRILLS, LESSON PLANS,
BULLETIN BOARD SUGGESTIONS, AND
SOURCES OF SUPPLEMENTARY MATERIALS.
(JS)

VT 013 427
GUIDE FOR BUSINESS EDUCATION.

EAST ALLEN COUNTY SCHOOLS, NEW
HAVEN, IND.
MF AVAILABLE IN VT-ERIC SET.
EAST ALLEN COUNTY SCHOOLS, 1240
U.S. 30 EAST, NEW HAVEN, INDIANA
46774 (\$3.00).
PUB DATE - ND 70P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CURRICULUM DEVELOPMENT;
*CURRICULUM GUIDES; *COURSE
DESCRIPTIONS; MANUALS; TYPEWRITING;
STENOGRAPHY; ACCOUNTING; OFFICE
MACHINES; OFFICE PRACTICE; LAW
INSTRUCTION; CONSUMER ECONOMICS;
SALESMANSHIP; ARITHMETIC; *RESOURCE
MATERIALS

ABSTRACT - DEVELOPED AS PART OF THE
CONTINUOUS CURRICULUM DEVELOPMENT
PROGRAM, THESE CURRICULUM OUTLINES
WERE DEVELOPED FOR BUSINESS
EDUCATION TEACHERS AND
ADMINISTRATORS TO USE IN DEVELOPING
CURRICULUM. INCLUDED IN THIS MANUAL
ARE REVIEWS OF ALL COURSES IN THE
BUSINESS EDUCATION CURRICULUM, THE
BASIC ESSENTIALS THAT NEED TO BE
EMPHASIZED IN ALL SUBJECT AREAS AND
GRADE LEVEL COURSES THROUGHOUT THE
EAST ALLEN COUNTY SCHOOLS DISTRICT.
THE INTENTIONALLY BRIEF CURRICULUM
WRITE-UPS, IN ADDITION TO THE
OBJECTIVES, INCLUDE ONE OR TWO
SUCCESSFULLY USED ACTIVITIES, AS
WELL AS SOME TRIED AND TESTED
AUDIO-VISUAL MATERIALS, AND
SUPPLEMENTARY RESOURCES. COURSES
FOR WHICH OUTLINES ARE PROVIDED
ARE: (1) GENERAL BUSINESS I-II, (2)
BEGINNING TYPEWRITING I-II, (3)
ADVANCED TYPEWRITING III-IV, (4)
BEGINNING SHORTHAND I-II, (5)
ADVANCED SHORTHAND, (6) CLERICAL
OFFICE PRACTICE, (7) BOOKKEEPING I-
II, (8) BOOKKEEPING III-IV, (9)
SALES, (10) BUSINESS ARITHMETIC,
(11) CONSUMER ECONOMICS, (12)
BUSINESS LAW, AND (13) BUSINESS
MACHINES. (JS)

VT 013 476
BOOKKEEPING. (GENERAL INSTRUCTIONS
AND PACKAGES 1-19).

OMAHA PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
ASSISTANT SUPERINTENDENT, OMAHA
PUBLIC SCHOOLS, 3902 DAVENPORT
STREET, OMAHA, NEBRASKA 68131.
PUB DATE - ND 120P.

DESCRIPTORS - *BUSINESS EDUCATION;
*BOOKKEEPING; *INDIVIDUALIZED
INSTRUCTION; *INSTRUCTIONAL
MATERIALS; *SCHEDULE MODULES;
*EDUCATIONAL OBJECTIVES;
*ASSIGNMENTS; *SECONDARY EDUCATION;
TIME BLOCKS

ABSTRACT - DEVELOPED FOR USE IN A
HIGH SCHOOL BOOKKEEPING CLASS, THIS
COLLECTION IS COMPRISED OF 20
INSTRUCTIONAL PACKAGES ON SUCH
TOPICS AS: (1) STARTING A
BOOKKEEPING SYSTEM, (2) RECORDING
AND POSTING THE OPENING ENTRY, (3)
SELLING MERCHANDISE AND RECEIVING
CASH, (4) THE COMBINATION JOURNAL
AND PETTY CASH, (5) UNCOLLECTIBLE
ACCOUNTS, AND (6) THE USE OF THE
CASH REGISTER. USEFUL WITH MODULAR
SCHEDULING AND IN INDIVIDUALIZING
INSTRUCTION, THE PACKETS INCLUDE
SUGGESTIONS CONCERNING
EXAMINATIONS, ASSIGNMENTS, AND
REMEDIAL REVIEWS. EACH
INSTRUCTIONAL PACKAGE ALSO INCLUDES
A PREVIEW, OBJECTIVES, EXAMINATION
CRITERIA, AND ASSIGNMENTS. (JS)

VT 013 524
CURRICULUM GUIDE FOR SYSTEMS II:
ACCOUNTING.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF
CHICAGO, DEPARTMENT OF CURRICULUM,
228 NORTH LASALLE STREET, CHICAGO,
ILLINOIS 60601 (\$2.50).
PUB DATE - 70 114P.

DESCRIPTORS - *BUSINESS EDUCATION;
*ACCOUNTING; *CONCEPT TEACHING;
*INSTRUCTIONAL MATERIALS;
*CURRICULUM GUIDES; *SECONDARY
EDUCATION; *COURSE CONTENT; *RESOURCE
MATERIALS; *SYSTEMS APPROACH; *COURSE
OBJECTIVES

ABSTRACT - DEVELOPED BY A
CURRICULUM COMMITTEE, THIS GUIDE IS

DESIGNED TO AID TEACHERS AND
STUDENTS IN UNDERSTANDING
ACCOUNTING FROM A SYSTEMS POINT OF
VIEW. TREATED IN THE CURRICULUM
GUIDE ARE ADVANCED CONCEPTS SUCH AS
INCOME TAXES, CORPORATE RECORDS AND
REPORTS, AND THE ADAPTATION OF DATA
PROCESSING EQUIPMENT AND PROCEDURES
TO THE RECORDING OF BUSINESS
INFORMATION AND THE PRODUCTION OF
REPORTS. THE CURRICULUM GUIDE
OFFERS SUGGESTIONS TO TEACHERS FOR
MOTIVATING LEARNING AS WELL AS
SUGGESTIONS TO AID IN ORGANIZING
THE ACCOUNTING COURSE. THE NINE
INSTRUCTIONAL UNITS FOUND IN THE
GUIDE INCLUDE: (1) REVIEW OF FIRST-
YEAR BOOKKEEPING, (2) PARTNERSHIP
ACCOUNTING, (3) CORPORATIONS, (4)
ACCOUNTING FOR MANUFACTURING, AND
(5) DEPARTMENTAL ACCOUNTING. EACH
UNIT CONTAINS UNIT OBJECTIVES, AN
OUTLINE OF THE CONTENT, AND RELATED
ACTIVITIES. SAMPLE TAX FORMS ARE
PROVIDED IN THE APPENDIX. (AUTHOR)

VT 013 525
CURRICULUM GUIDE FOR INTRODUCTION
TO DATA PROCESSING, GRADES 11 AND
12.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF
CHICAGO, DEPARTMENT OF CURRICULUM,
228 NORTH LASALLE STREET, CHICAGO,
ILLINOIS 60601 (\$3.75).
PUB DATE - 69 115P.

DESCRIPTORS - *BUSINESS EDUCATION;
*DATA PROCESSING; *INSTRUCTIONAL
MATERIALS; *CURRICULUM GUIDES;
*TEACHING TECHNIQUES; *RESOURCE
MATERIALS; *COURSE CONTENT; *COURSE
ORGANIZATION; *BIBLIOGRAPHIES

ABSTRACT - DEVELOPED BY A
CURRICULUM COMMITTEE, THIS
CURRICULUM GUIDE WAS PREPARED FOR
USE IN AN INTRODUCTORY DATA
PROCESSING COURSE. RECOMMENDED FOR
GRADES 11 AND 12, THE COURSE IS
INTENDED TO GIVE BOTH THE COLLEGE-
BOUND AND THE VOCATIONALLY-ORIENTED
STUDENT AN UNDERSTANDING OF DATA
PROCESSING. ARRANGED IN OUTLINE
FORMAT, THE GUIDE PRESENTS 10 UNITS
WHICH INCLUDE: (1) COMPUTER

BUSINESS AND OFFICE

9

CHARACTERISTICS, (2) THE INPUT-OUTPUT FUNCTION, (3) COMPUTER ORGANIZATION, (4) COMPUTER LANGUAGES, AND (5) NEW DEVELOPMENTS IN DATA PROCESSING. ADDITIONAL RESOURCE MATERIALS FOUND IN THIS GUIDE INCLUDE REPRESENTATIVE JOB CLASSIFICATIONS AND SALARY RANGES, SUGGESTED FIELD TRIPS, A SUGGESTED TIME SCHEDULE, A BIBLIOGRAPHY FOR STUDENTS, A BIBLIOGRAPHY FOR TEACHERS, AND NUMEROUS ILLUSTRATIONS. (BH)

VT 013 528

CURRICULUM GUIDE FOR BUSINESS ORGANIZATION AND MANAGEMENT.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF CHICAGO, DEPARTMENT OF CURRICULUM, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 (\$4.50).
PUB DATE - 68 237P.

DESCRIPTORS - *BUSINESS EDUCATION;
*BUSINESS ADMINISTRATION; *TEACHING GUIDES; *COURSE CONTENT;
*INSTRUCTIONAL MATERIALS; MARKETING; COURSE ORGANIZATION; RESOURCE MATERIALS; CONCEPT TEACHING

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS COURSE OF STUDY IS INTENDED TO SERVE AS A FUNCTIONAL GUIDE TO ENABLE TEACHERS TO BETTER DEVELOP WITHIN STUDENTS UNDERSTANDINGS AND APPRECIATIONS OF MODERN BUSINESS AND MANAGEMENT. ARRANGED IN OUTLINE FORM, THE TEN SECTIONS OF THE COURSE OF STUDY INCLUDE UNITS ON THE: (1) LEGAL FORMS OF OWNERSHIP, (2) INTERNAL STRUCTURE OF BUSINESS ORGANIZATION, (3) FINANCES: THE SOURCES AND USES OF MONEY, (4) MARKETING, (5) AUXILIARY SERVICES, AND (6) BUSINESS, GOVERNMENT, LABOR, AND THE PUBLIC. ALSO INCLUDED ARE A SUGGESTED TIME SCHEDULE, PUBLIC RELATIONS ACTIVITIES, A BIBLIOGRAPHY, AND NUMEROUS ILLUSTRATIONS. (JS)

VT 013 591

REFERENCE MANUAL FOR COOPERATIVE

OFFICE TRAINING.

DETROIT BOARD OF EDUCATION, MICH.
MF AVAILABLE IN VT-ERIC SET
DETROIT PUBLIC SCHOOLS, WAREHOUSE BOOKSTORE, 444 WEST WILLIS AVENUE, DETROIT, MICHIGAN 48201 (\$4.50).
PUB DATE - 68 131P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OFFICE OCCUPATIONS EDUCATION;
*REFERENCE MATERIALS; VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS;
*JOB TRAINING; OCCUPATIONAL INFORMATION; *EMPLOYMENT QUALIFICATIONS; JOB SKILLS; PERSONALITY DEVELOPMENT; MONEY MANAGEMENT

ABSTRACT - THIS REFERENCE MANUAL WAS DEVELOPED BY A LOCAL SCHOOL SYSTEM TO PROVIDE TEACHERS WITH A GUIDE IN PREPARING STUDENTS IN A COOPERATIVE OFFICE TRAINING PROGRAM. SPECIFIC OBJECTIVES OF THE TRAINING CLASS ARE TO RELATE SCHOOL INSTRUCTION TO THE WORLD OF WORK, TO ORIENTATE AND PREPARE STUDENTS IN THE ART OF SECURING EMPLOYMENT, AND TO FOSTER AN UNDERSTANDING OF THE BENEFITS AND RESPONSIBILITIES OF GAINFUL EMPLOYMENT. MAJOR UNITS ARE: (1) ORIENTATION TO THE PROGRAM, (2) SECURING EMPLOYMENT, (3) JOB SKILLS AND KNOWLEDGES, (4) PERSONAL IMPROVEMENT, (5) MONEY MANAGEMENT, AND (6) PREPARING FOR THE FUTURE. EACH UNIT IS DIVIDED INTO RELATED TOPICS AND EACH CONTAINS A BIBLIOGRAPHY OF REFERENCE MATERIALS PERTAINING TO THOSE TOPICS. THE MATERIAL UNDER EACH TOPIC CONTAINS SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, AND EVALUATION GUIDES. (GB)

VT 013 705

AUTOMATIC DATA PROCESSING, SUPPLEMENT TO BOOKKEEPING AND ACCOUNTING I AND II SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (SINGLE COPIES

AVAILABLE).

PUB DATE - 71 46P.

DESCRIPTORS - *BUSINESS EDUCATION;
 *DATA PROCESSING; *BOOKKEEPING;
 *TEACHING GUIDES; *CHARTS;
 INSTRUCTIONAL MATERIALS; RESOURCE
 MATERIALS; SECONDARY EDUCATION;
 COMPUTERS

ABSTRACT - DEVELOPED THROUGH A
 STATE DEPARTMENT OF EDUCATION, THIS
 SUPPLEMENT WAS DESIGNED TO
 ACCOMPANY THE BOOKKEEPING AND
 ACCOUNTING I AND II SYLLABUS.
 BUSINESS EDUCATION TEACHERS WILL BE
 ABLE TO USE THIS SUPPLEMENTARY
 INFORMATION IN A VARIETY OF WAYS.
 SOME MAY DEVELOP TRANSPARENCIES
 FROM THE FLOWCHARTS THAT CAN BE
 USED DURING CLASS PRESENTATIONS.
 OTHER TEACHERS MAY PREFER TO USE
 THE CONTENT OF THE SUPPLEMENT TO
 EXTEND THEIR OWN KNOWLEDGE OF
 AUTOMATED DATA PROCESSING. AMONG
 THE NINE CHAPTERS INCLUDED IN THE
 SUPPLEMENT ARE THOSE ON: (1) UNIT
 RECORD EQUIPMENT, (2) COMPUTER DATA
 PROCESSING, (3) GENERAL LEDGER AND
 STATEMENTS, (4) BILLING, CASH
 RECEIPTS, AND RECEIVABLES, AND (5)
 AUTOMATED PAYROLL APPLICATIONS. A
 RELATED DOCUMENT IS AVAILABLE AS VT
 011 645 (AIM SPRING 1971). (JS)

VT 013 746

JOHNSON, ELIZABETH D.
 FEDERAL OFFICE ASSISTANT
 EXAMINATION: STENOGRAPHER, TYPIST,
 CLERK, AND OFFICE MACHINE OPERATOR.
 WHAT IT IS, AND HOW IT IS GIVEN.

CIVIL SERVICE COMMISSION,
 WASHINGTON, D.C. BUREAU OF POLICIES
 AND STANDARDS.

MF AVAILABLE IN VT-ERIC SET.
 AN 2400 R4

SUPERINTENDENT OF DOCUMENTS, U.S.
 GOVERNMENT PRINTING OFFICE,
 WASHINGTON, D.C. 20402 (SO.60;CS
 1.28:2400/4/971)

PUB DATE - 71 61P.

DESCRIPTORS - *BUSINESS EDUCATION;
 *FEDERAL GOVERNMENT; *EMPLOYMENT
 QUALIFICATIONS; *OCCUPATIONAL
 TESTS; *GUIDES; VOCATIONAL
 EDUCATION; OFFICE OCCUPATIONS

EDUCATION; RESOURCE MATERIALS;
 INSTRUCTIONAL MATERIALS; GOVERNMENT
 EMPLOYEES; OCCUPATIONAL
 INFORMATION; TYPEWRITING;
 STENOGRAPHY; CLERICAL OCCUPATIONS

ABSTRACT - DEVELOPED IN THE
 PERSONNEL MEASUREMENT RESEARCH AND
 DEVELOPMENT CENTER OF THE CIVIL
 SERVICE COMMISSION, THIS DOCUMENT
 DESCRIBES THE FEDERAL OFFICE
 ASSISTANT EXAMINATION. SPECIFIC
 INFORMATION, WHICH SHOULD BE USEFUL
 IN CAREER GUIDANCE AND STUDENT
 EVALUATION, IS PROVIDED ON CAREER
 OPPORTUNITIES, SALARIES AND OTHER
 BENEFITS, TEST AND EXPERIENCE
 REQUIREMENTS, AND PROFICIENCY
 CERTIFICATES. ALSO INCLUDED ARE
 SAMPLE TESTS AND RELATED
 INFORMATION PERTAINING TO VERBAL
 ABILITIES, CLERICAL ABILITIES,
 TYPING, DICTATION, AND OFFICE
 MACHINE OPERATION. A DIRECTORY OF
 AREA OFFICES OF THE U.S. CIVIL
 SERVICE COMMISSION IS FOUND IN THE
 BACK OF THE DOCUMENT. (JS)

VT 013 751

HOGARD, R.W.

A GUIDE TO HELP THE STUDENT STUDY.

BLACKHAWK TECH, JANESVILLE, WIS.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 2APR71 11P.

DESCRIPTORS - *VOCATIONAL
 EDUCATION; TECHNICAL EDUCATION;
 *STUDY GUIDES; RESOURCE MATERIALS;
 *STUDY HABITS; *STUDY SKILLS;
 STUDENT NEEDS; *READING SKILLS;
 TESTING

ABSTRACT - INCLUDED IN THIS
 HANDBOOK ARE SUGGESTIONS FOR
 IMPROVING THE STUDY HABITS OF
 VOCATIONAL AND TECHNICAL STUDENTS.
 ARRANGED IN OUTLINE FORMAT, THE
 HANDBOOK INCLUDES SECTIONS ON: (1)
 PLANNING YOUR WORK, (2) IMPROVING
 YOUR READING ABILITY, (3) MASTERING
 THE TEXTBOOK ASSIGNMENT - THE P-Q-
 R-S-T METHOD, (4) IMPROVING YOUR
 MEMORY, (5) INCREASING YOUR ABILITY
 TO CONCENTRATE, (6) PREPARING FOR
 AND TAKING EXAMINATIONS, (7) TAKING
 LECTURE NOTES, (8) REDUCING READING
 AND STUDY HANDICAPS, AND (9) APPLY

WHAT YOU LEARN. TEACHERS IN ALL SERVICE AREAS MAY WANT TO ADOPT THIS GUIDE FOR THEIR STUDENTS. (JS)I

VT 013 753

HOGARD, R.W.

HOW TO GET A JOB. PART 2: THE PERSONAL DATA SHEET.

BLACKHAWK TECH, JANESVILLE, WIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15MAR71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION;
*INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *JOB APPLICATION; *DATA SHEETS; LETTERS (CORRESPONDENCE); *OCCUPATIONAL GUIDANCE; TEACHER GUIDANCE; *TEACHING GUIDES

ABSTRACT - DEVELOPED TO TEACH STUDENTS THE PROCEDURES OF FINDING EMPLOYMENT, THIS GUIDE STRESSES THE IMPORTANCE AND USE OF THE LETTER OF APPLICATION, THE PERSONAL DATA SHEET, AND THE APPLICATION FORM. SPECIFIC TOPICS INCLUDE: (1) HOW TO FIND OUT ABOUT JOBS, (2) HOW TO DEVELOP YOUR LETTER, AND (3) HOW TO PICK AN EMPLOYER YOU WANT TO WORK FOR. ALSO INCLUDED ARE SAMPLE FORMS OF LETTERS OF APPLICATION, DATA SHEETS, AND EMPLOYMENT APPLICATIONS. (JS)I

VT 013 760

MANAGEMENT AND GROUP PERFORMANCE: A GUIDE FOR THE USE OF INSTRUCTORS WHO CONDUCT TRAINING FOR MANAGERS AT THE OPERATING LEVEL.

CIVIL SERVICE COMMISSION,
WASHINGTON, D.C. BUREAU OF TRAINING.

MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402 (\$3.00;CS 1.7/4:M 31/2/971)
PUB DATE - 71 450P.1971
REVISION

DESCRIPTORS - *JOB TRAINING;
*TEACHING GUIDES; *MANAGEMENT EDUCATION; *INSTRUCTIONAL MATERIALS; VOCATIONAL EDUCATION; CURRICULUM GUIDES; TRAINING

TECHNIQUES; REFERENCE MATERIALS; GROUP DISCUSSION

ABSTRACT - PREPARED BY THE CIVIL SERVICE COMMISSION, THIS TEACHING GUIDE IS FOR INSTRUCTORS OF "MANAGEMENT AND GROUP PERFORMANCE," A TRAINING COURSE FOR MANAGERS AT THE OPERATING LEVEL. IT INCLUDES AN OUTLINE OF THE COURSE, INDICATES THE STEPS TO BE TAKEN TO GET AND MAINTAIN DISCUSSIONS, AND PRESENTS READINGS AND HANDOUTS WHICH ARE USED TO SUPPLEMENT THE DISCUSSIONS AND READINGS FROM THE TEXT, "MANAGERIAL BEHAVIOR" BY LEONARD SAYLES. THE MATERIAL COVERS NINE SESSIONS, AND A MINIMUM TIME IS RECOMMENDED FOR EACH SESSION VARYING FROM 1 HOUR TO 12 HOURS PER SESSION. TOPICS FOR THE NINE SESSIONS ARE: (1) INTRODUCTION: WHAT A MANAGER DOES, (2) HOW THE MANAGER DOES HIS JOB, (3) WHY A MANAGER WORKS AS HE DOES, (4) MONITORING, (5) COMMUNICATIONS, (6) NEGOTIATION, (7) MODEL OF A MANAGER AT THE OPERATING LEVEL, (8) CONFLICT, AND (9) SUMMARY AND CONCLUSIONS. (GB)I

VT 013 846

DITTAMO, GAETANO E.

A GUIDE TO THE USE OF TRANSPARENCIES FOR THE BUSINESS EDUCATION TEACHER (GENERAL BUSINESS OR NONSKILL AREAS).

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM LABORATORY, VOCATIONAL-TECHNICAL EDUCATION DEPT., BUILDING 4103-KILMER CAMPUS, RUTGERS UNIVERSITY, NEW BRUNSWICK, NEW JERSEY 08903 (\$2.00)
PUB DATE - JUL71 164P.

DESCRIPTORS - *TEACHING GUIDES;
*BUSINESS EDUCATION; *OVERHEAD PROJECTORS; *TRANSPARENCIES;
*BUSINESS SUBJECTS; RESOURCE MATERIALS; TEACHING TECHNIQUES; INSTRUCTIONAL MATERIALS; CLERICAL OCCUPATIONS; SECONDARY EDUCATION;

CONSUMER ECONOMICS; LAW
INSTRUCTION; BUSINESS ENGLISH;
SALESMANSHIP; MERCHANDISING;
ARITHMETIC

ABSTRACT - DEVELOPED BY A STATE
DIVISION OF VOCATIONAL EDUCATION,
THIS GUIDE HAS BEEN WRITTEN TO SHOW
THE BUSINESS EDUCATION TEACHER HOW
THE OVERHEAD PROJECTOR CAN BE USED,
WHAT MATERIAL IS AVAILABLE, AND HOW
TRANSPARENCIES ARE PREPARED. THE
SEVEN MAJOR SECTIONS INCLUDE UNITS
ON: (1) ADVERTISING, SALESMANSHIP,
AND MERCHANDISING, (2) BUSINESS
ARITHMETIC AND BUSINESS
MATHEMATICS, (3) BUSINESS ENGLISH,
(4) BUSINESS LAW, (5) GENERAL
BUSINESS, INTRODUCTION TO BUSINESS,
(6) CONSUMER EDUCATION, AND (7)
ECONOMICS. ALSO INCLUDED ARE SAMPLE
TRANSPARENCIES FOR EACH OF THE
SEVEN UNITS AS WELL AS SOURCE
REFERENCES AND TRANSPARENCY
MASTERS. A RELATED DOCUMENT ON
STENOGRAPHY AND TYPEWRITING IS
AVAILABLE AS VT 012 708 (AIM SUMMER
1971). (JS)

VT 013 890
SHANNON, THEODORE
SAVINGS AND CHECKING ACCOUNTS.

OHIO STATE UNIV., COLUMBUS. DEPT.
OF AGRICULTURAL EDUCATION.; OHIO
STATE DEPT. OF EDUCATION, COLUMBUS.
AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 900/10-AWE-3
OHIO AGRICULTURAL EDUCATION
CURRICULUM MATERIALS SERVICE, THE
OHIO STATE UNIVERSITY, 2120 FYPPE
ROAD, COLUMBUS, OHIO 43210 (\$0.30)
PUB DATE - 71 23P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *UNITS OF STUDY (SUBJECT
FIELDS); *MONEY MANAGEMENT;
BANKING; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN
DEVELOPED FOR STUDENT USE IN
LEARNING THE PROCEDURES FOR
MAINTAINING SAVINGS AND CHECKING
ACCOUNTS. ILLUSTRATIONS AND SAMPLE
FORMS FOR OPENING, DEPOSITING, AND
WITHDRAWING MONEY FROM A SAVINGS
AND A CHECKING ACCOUNT ARE INCLUDED

IN THE TEXT. RELATED UNITS ARE
AVAILABLE AS VT 013 888-VT 013 891.
(SB)

VT 013 891
SHANNON, THEODORE
CREDIT.

OHIO STATE UNIV., COLUMBUS. DEPT.
OF AGRICULTURAL EDUCATION.; OHIO
STATE DEPT. OF EDUCATION, COLUMBUS.
AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 900/11-AWE-4
OHIO AGRICULTURAL EDUCATION
CURRICULUM MATERIALS SERVICE, THE
OHIO STATE UNIVERSITY, 2120 FYPPE
ROAD, COLUMBUS, OHIO 43210 (\$0.30)
PUB DATE - 71 27P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *UNITS OF STUDY (SUBJECT
FIELDS); *CREDIT (FINANCE); MONEY
MANAGEMENT; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN
DEVELOPED FOR STUDENT USE IN
LEARNING ABOUT CREDIT SOURCES,
APPLYING FOR AND USING CREDIT
CARDS, AND OTHER ASPECTS OF CREDIT.
ILLUSTRATIONS AND SAMPLE CREDIT
APPLICATION FORMS ARE INCLUDED IN
THE TEXT. RELATED DOCUMENTS ARE
AVAILABLE AS VT 013 888-VT 013 890.
(SB)

VT 013 902
MACHINE TRANSCRIPTION SYLLABUS.

NEW YORK STATE EDUCATION DEPT.,
ALBANY. BUREAU OF SECONDARY
CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, THE
STATE EDUCATION DEPARTMENT, ALBANY,
NEW YORK 12224 (\$0.50)
PUB DATE - 71 49P.

DESCRIPTORS - *TEACHING GUIDES;
*BUSINESS EDUCATION; *STENOGRAPHY;
OFFICE PRACTICE; *OFFICE MACHINES;
SECONDARY EDUCATION; STUDENT
EVALUATION; TEACHING TECHNIQUES;
BUSINESS ENGLISH; *TYPEWRITING;
SCHEDULE MODULES

ABSTRACT - DEVELOPED BY A COMMITTEE
OF CLASSROOM TEACHERS, THIS

TEACHING GUIDE SHOULD BE A VALUABLE RESOURCE FOR TEACHERS OF SECRETARIAL AND OFFICE PRACTICE SUBJECTS. DESIGNED EITHER AS A 1-SEMESTER OR 1-YEAR COURSE OF INSTRUCTION OR FOR USE AS AN INSTRUCTIONAL MODULE, THE GUIDE INCLUDES EDUCATIONAL OBJECTIVES, SUGGESTIONS FOR STUDENT MOTIVATION, AND SUGGESTIONS FOR DICTATING NECESSARY EDUCATIONAL MATERIALS. WITH AN EMPHASIS ON INDIVIDUALIZED INSTRUCTION, THE CONTENT IS OUTLINED ACCORDING TO UNITS ON: (1) TYPEWRITING, (2) VOCABULARY BUILDING, (3) PUNCTUATION AND ENGLISH MECHANICS, (4) TRANSCRIPTION, (5) RELATED SKILLS, AND (6) ATTITUDES CONDUCTIVE TO SUCCESSFUL JOB PERFORMANCE. SUGGESTIONS ARE ALSO INCLUDED CONCERNING STUDENT EVALUATION. (JS)

VT 013 979
STOCK CLERK.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-70
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE OF CHARGE UPON REQUEST)
PUB DATE - OCT70 24P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OCCUPATIONAL INFORMATION;
*OCCUPATIONAL GUIDANCE; *CLERICAL WORKERS; *OFFICE OCCUPATIONS
EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY; STOCK CLERKS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE STOCK CLERK. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY

INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A STOCK CLERK INCLUDING ON-THE-JOB TRAINING, AND PART-TIME COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 031
SECRETARY.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-46
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUN68 15P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OCCUPATIONAL INFORMATION;
*OCCUPATIONAL GUIDANCE;
*SECRETARIES; *OFFICE OCCUPATIONS
EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE POSITION OF SECRETARY. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION,

(8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SECRETARY INCLUDING HIGH SCHOOL AND PRIVATE BUSINESS SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 032
STENOGRAPHER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-45
DIVISION OF PLANNING AND RESEARCH
LABOR AND INDUSTRY BUILDING, P.O.
BOX 359, TRENTON, NEW JERSEY 08625
(FREE, UPON REQUEST)
PUB DATE - JUN68 16P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OCCUPATIONAL INFORMATION;
*OCCUPATIONAL GUIDANCE;
*STENOGRAPHERS; *OFFICE OCCUPATIONS
EDUCATION; JOB TRAINING; EMPLOYMENT
OPPORTUNITIES; VOCATIONAL
COUNSELING; EDUCATIONAL NEEDS;
INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE STENOGRAPHER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) COSTS OF EDUCATION, (7) WAGES, HOURS, AND BENEFITS, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A STENOGRAPHER INCLUDING ON-THE-JOB TRAINING, HIGH SCHOOL, AND PRIVATE BUSINESS SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION

ARE LISTED. (JS)

VT 014 035
CLERK-TYPIST.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-42
DIVISION OF PLANNING AND RESEARCH,
LABOR AND INDUSTRY BUILDING, P. O.
BOX 359, TRENTON, NEW JERSEY 08625
(FREE, UPON REQUEST)
PUB DATE - FEB68 16P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OCCUPATIONAL INFORMATION;
*OCCUPATIONAL GUIDANCE; *TYPISTS;
*CLERICAL WORKERS; JOB TRAINING;
EMPLOYMENT OPPORTUNITIES;
VOCATIONAL COUNSELING; EDUCATIONAL
NEEDS; INFORMATION SOURCES; OFFICE
OCCUPATIONS EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CLERK-TYPIST. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CLERK-TYPIST INCLUDING ON-THE-JOB TRAINING, PRIVATE BUSINESS SCHOOLS, AND EVENING COURSES IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 040
COMPUTER OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF

EMPLOYMENT SECURITY.

DEPARTMENT OF LABOR, WASHINGTON,
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-35

DIVISION OF PLANNING AND RESEARCH,
LABOR AND INDUSTRY BUILDING, P. O.
BOX 359, TRENTON, NEW JERSEY 08625
(FREE, UPON REQUEST)

PUB DATE - JUL67 17P.

DESCRIPTORS - *BUSINESS EDUCATION;
*JOB TRAINING; *OCCUPATIONAL
INFORMATION; *OCCUPATIONAL
GUIDANCE; *DATA PROCESSING
OCCUPATIONS; EMPLOYMENT
OPPORTUNITIES; VOCATIONAL
COUNSELING; EDUCATIONAL NEEDS;
INFORMATION SOURCES; OFFICE
OCCUPATIONS EDUCATION; COMPUTER
SCIENCE EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE
DEPARTMENT OF LABOR, THIS GUIDE IS
ONE IN A SERIES DESIGNED TO PROVIDE
JOB INFORMATION RELATED
SPECIFICALLY TO NEW JERSEY. THIS
PARTICULAR GUIDE CONCERNS THE
COMPUTER OPERATOR. AN INTRODUCTION
PROVIDING BACKGROUND IS FOLLOWED BY
INFORMATION ON: (1) THE NATURE OF
THE WORK, (2) RELATED OCCUPATIONS,
(3) WHERE THESE PEOPLE ARE
EMPLOYED, (4) PHYSICAL AND MENTAL
REQUIREMENTS, (5) WORKING
CONDITIONS, (6) WAGES, HOURS, AND
BENEFITS, (7) COSTS OF EDUCATION,
(8) OPPORTUNITIES FOR ADVANCEMENT,
(9) ORGANIZATIONS, AND (10) THE
FUTURE OUTLOOK. A BRIEF STATEMENT
EXPLAINING HOW TO BECOME A COMPUTER
OPERATOR INCLUDING ON-THE-JOB
TRAINING, PUBLIC SCHOOLS AND
BUSINESS MACHINE SCHOOLS, AND
TECHNICAL INSTITUTES IS GIVEN.
SOURCES FOR ADDITIONAL INFORMATION
ARE LISTED. (JS)

VT 014 044
PROGRAMMER.

NEW JERSEY STATE DEPT. OF LABOR AND
INDUSTRY, TRENTON. DIV. OF
EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON,
D.C.
MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-31

DIVISION OF PLANNING AND RESEARCH,
LABOR AND INDUSTRY BUILDING, P. O.
BOX 359, TRENTON, NEW JERSEY 08625
(FREE, UPON REQUEST)

PUB DATE - APR67 17P.

DESCRIPTORS - *COMPUTER SCIENCE
EDUCATION; JOB TRAINING;
*OCCUPATIONAL INFORMATION;
*EMPLOYMENT OPPORTUNITIES;
OCCUPATIONAL GUIDANCE; VOCATIONAL
COUNSELING; EDUCATIONAL NEEDS;
*INFORMATION SOURCES; *COMPUTER
PROGRAMS
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE
DEPARTMENT OF LABOR, THIS GUIDE IS
ONE IN A SERIES DESIGNED TO PROVIDE
JOB INFORMATION RELATED
SPECIFICALLY TO NEW JERSEY. THIS
PARTICULAR GUIDE CONCERNS COMPUTER
PROGRAMMING. AN INTRODUCTION
PROVIDING BACKGROUND IS FOLLOWED BY
INFORMATION ON: (1) THE NATURE OF
THE WORK, (2) RELATED OCCUPATIONS,
(3) WHERE THESE PEOPLE ARE
EMPLOYED, (4) PHYSICAL AND MENTAL
REQUIREMENTS, (5) WORKING
CONDITIONS, (6) WAGES, HOURS, AND
BENEFITS, (7) COSTS OF EDUCATION,
(8) OPPORTUNITIES FOR ADVANCEMENT,
(9) ORGANIZATIONS AND (10) THE
FUTURE OUTLOOK. A BRIEF STATEMENT
EXPLAINING HOW TO BECOME A
PROGRAMMER INCLUDING INFORMATION
REGARDING COLLEGES, BUSINESS
SCHOOLS, AND TECHNICAL INSTITUTES
IS GIVEN. SOURCES FOR ADDITIONAL
INFORMATION ARE LISTED. (GEB)

VT 014 054
GENERAL OFFICE CLERK.

NEW JERSEY STATE DEPT. OF LABOR AND
INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON,
D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-61

DIVISION OF PLANNING AND RESEARCH,
LABOR AND INDUSTRY BUILDING, P. O.
BOX 359, TRENTON, NEW JERSEY 08625
(FREE, UPON REQUEST)

PUB DATE - OCT69 20P.

DESCRIPTORS - *BUSINESS EDUCATION;

JOB TRAINING; *OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; *CLERICAL WORKERS; *OFFICE OCCUPATIONS EDUCATION; *OCCUPATIONAL INFORMATION IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE GENERAL OFFICE CLERK. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A GENERAL OFFICE CLERK INCLUDING ON-THE-JOB TRAINING, EVENING COURSES AND GOVERNMENT FINANCED PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED.]

VT 014 061

BOOKKEEPING-MACHINE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY. DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-51

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - NOV68 15P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *OFFICE MACHINES; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; BOOKKEEPING IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE BOOKKEEPING MACHINE OPERATOR. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A BOOKKEEPING-MACHINE OPERATOR INCLUDING THE PRIVATE BUSINESS SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)]

VT 014 062

BOOKKEEPER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.

DEPARTMENT OF LABOR, WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

JOB GUIDE-50

DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)

PUB DATE - SEP68 15P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *OFFICE OCCUPATIONS EDUCATION; *BOOKKEEPING; ACCOUNTING; INFORMATION SOURCES; EDUCATIONAL NEEDS; VOCATIONAL COUNSELING; EMPLOYMENT OPPORTUNITIES; JOB TRAINING IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS

PARTICULAR GUIDE CONCERNS THE BOOKKEEPER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS, AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A BOOKKEEPER INCLUDING ON-THE-JOB TRAINING, HIGH SCHOOLS, EVENING COURSES, AND PRIVATE BUSINESS SCHOOLS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)

VT 014 154

ATWOOD, DALE D.; SLAATEN, DORIS. VOCATIONAL OFFICE EDUCATION FOR TOMORROW'S WORLD. A MANUAL FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION COORDINATORS.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
RESEARCH COORDINATING UNIT, STATE BOARD FOR VOCATIONAL EDUCATION, STATE OFFICE BUILDING, 900 EAST BOULEVARD, BISMARCK, NORTH DAKOTA 58501 (FREE)
PUB DATE - JUN71 1974.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; COOPERATIVE EDUCATION; *INSTRUCTOR COORDINATORS; RESOURCE MATERIALS; PROGRAM DEVELOPMENT; *CHECK LISTS; GUIDELINES; STUDENT PLACEMENT; VOCATIONAL EDUCATION; RECORDS (FORMS); *MANUALS; PROGRAM EVALUATION

ABSTRACT - PREPARED BY BUSINESS EDUCATORS, THIS HANDBOOK WAS DEVELOPED TO SERVE THE OFFICE EDUCATION COORDINATOR IN TWO WAYS: (1) TO PROVIDE A REFERENCE HANDBOOK FOR THE BEGINNING COORDINATOR IN DEVELOPING A NEW PROGRAM IN COOPERATIVE OFFICE EDUCATION, AND

(2) TO SERVE AS A GUIDE FOR REVIEWING AND IMPROVING EXISTING COOPERATIVE OFFICE EDUCATION PROGRAMS. THE NOTEBOOK IS DESIGNED IN A COLOR CODED, LOOSE-LEAF FORMAT TO PROVIDE FLEXIBILITY IN UTILIZING THE SERIES OF CHECKLISTS AND FORMS WHICH IT CONTAINS. SECTIONS OF THE HANDBOOK INCLUDE: (1) PHASE I - DEVELOPMENT OF PROGRAM GOALS, (2) PHASE II - DEVELOPMENT AND REVIEW PROCEDURES FOR NEW AND ON-GOING PROGRAMS, (3) PHASE III - DEVELOPMENT OF CRITERIA FOR SELECTION OF STUDENT-LEARNERS, (4) PHASE IV - SELECTION OF STUDENT-LEARNERS, AND (5) PHASE V - DEVELOPMENT OF CRITERIA FOR SELECTION OF TRAINING STATIONS. OTHER SECTIONS OF THE MANUAL PERTAIN TO LABOR LAW REQUIREMENTS AND STATE BOARD OF EDUCATION FORMS AND REGULATIONS. ALSO INCLUDED ARE A GLOSSARY AND A BIBLIOGRAPHY. (AUTHOR/JS)

VT 014 200 ED 056 227

GUIDELINES TO INITIATE AND OPERATE A COOPERATIVE VOCATIONAL EDUCATION PROGRAM.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL AND CONTINUING EDUCATION.
EDRS PRICE MF-\$6.65 HC-\$3.29.
PUB DATE - 71 83P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM PLANNING; *PROGRAM DEVELOPMENT; GUIDELINES; *MANUALS; ADMINISTRATIVE ORGANIZATION; EMPLOYMENT PRACTICES; FINANCIAL SUPPORT; RECORDS (FORMS); SECONDARY GRADES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF VOCATIONAL EDUCATION, THIS HANDBOOK IS FOR SCHOOL ADMINISTRATORS, COORDINATORS AND TEACHERS TO USE IN PLANNING, ESTABLISHING AND CONDUCTING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. THE BASIC PURPOSE OF THE COOPERATIVE PROGRAM IS TO PROVIDE OCCUPATIONAL TRAINING THROUGH THE USE OF BUSINESS AND INDUSTRIAL

CONCERNS. PROBLEMS CONNECTED WITH SUCH A PROGRAM INCLUDE: (1) PROGRAM ORGANIZATION AND ESTABLISHMENT, (2) PROGRAM GUIDELINES, (3) LAW, RULES, AND REGULATIONS FOR EMPLOYMENT, (4) ADMINISTRATION AND SUPERVISION, (5) FINANCING THE PROGRAM, AND (6) EVALUATION. INFORMATION CONCERNING PROCEDURES AND SAMPLE FORMS IS APPENDED. (GFB)

VT 014 262

IMPROVING CLERICAL OFFICE SKILLS. A SUGGESTED ADULT BUSINESS EDUCATION COURSE.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT. MF AVAILABLE IN VT-ERIC SET. PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224
PUB DATE - 71 72P.

DESCRIPTORS - *ADULT EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *CLERICAL WORKERS; *BUSINESS EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TEACHING GUIDES; EDUCATIONAL OBJECTIVES; TEACHING TECHNIQUES; COURSE CONTENT

ABSTRACT - PREPARED WITH THE ASSISTANCE OF AN ADVISORY COMMITTEE, THIS TEACHING GUIDE WAS DEVELOPED FOR USE IN AN ADULT CLERICAL EDUCATION PROGRAM. ARRANGED IN OUTLINE FORMAT, THE 10 LESSONS TREAT SUCH TOPICS AS: (1) GRAMMAR AND LANGUAGE SKILLS, (2) SPELLING, (3) VOCABULARY IMPROVEMENT, (4) READING COMPREHENSION, (5) OFFICE MATHEMATICS, (6) FILING SKILLS, (7) TELEPHONE TECHNIQUES, (8) BUSINESS MACHINES, (9) TECHNIQUES FOR FINDING EMPLOYMENT, AND (10) HOW TO TAKE A CIVIL SERVICE EXAMINATION. EACH OF THE 2-HOUR LESSONS ALSO INCLUDE CONTENT OUTLINE, CONTENT DETAILS AND TEACHING TIPS, AND EDUCATIONAL OBJECTIVES. TYPING IS RECOMMENDED AS A PRE-REQUISITE. (JS)

VT 014 336
GUIDELINES--COOPERATIVE

OCCUPATIONAL-VOCATIONAL EDUCATION AND WORK-STUDY PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF CAREER EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

COVER-1

PUB DATE - 15SEP70 123P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM DEVELOPMENT; *GUIDELINES; PROGRAM IMPROVEMENT; *WORK STUDY PROGRAMS; PROGRAM ADMINISTRATION; CHILD LABOR LAWS; RESOURCE MATERIALS; SCHOOL INDUSTRY RELATIONSHIP; VOCATIONAL COUNSELING

ABSTRACT - IN AN EFFORT TO ENCOURAGE THE DEVELOPMENT OF ADDITIONAL COOPERATIVE EDUCATION AND WORK-STUDY PROGRAMS, THESE GUIDELINES WERE PREPARED FOR USE BY ADMINISTRATORS, COORDINATORS, COUNSELORS, AND TEACHERS. INFORMATION CONCERNING COOPERATIVE EDUCATION PROGRAMS COVER TOPICS SUCH AS: (1) WHERE COOPERATIVE EDUCATION PROGRAMS MAY BE USED, (2) EMPLOYER BENEFITS, (3) INDUSTRY'S ROLE, (4) STUDENT TRANSPORTATION, AND (5) CHILD LABOR LAWS. INFORMATION PROVIDED ON WORK-STUDY PROGRAMS INCLUDES: (1) TYPE OF WORK STUDENT MAY PERFORM, (2) STUDENT PARTICIPATION, (3) LIMITATIONS-HOURS AND COMPENSATION, AND (4) SUPERVISION AND COORDINATION. THE APPENDIX PROVIDES RESOURCE MATERIALS SUCH AS FORMS FOR TRAINING AGREEMENTS, EMPLOYER FOLLOW-UP, AND EMPLOYER AND STUDENT REPORTS. A GUIDE TO CHILD LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT IS BOUND WITHIN THE DOCUMENT. (JS)

VT 014 345

JAMESON, ANNE H.
SUGGESTIONS FOR A PLAN OF ROTATION FOR OFFICE PRACTICE. TEACHERS' MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OCCUPATIONS SECTION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA

CENTER.

MF AVAILABLE IN VT-ERIC SET.

VOCATIONAL EDUCATION MEDIA CENTER,
CLEMSON UNIVERSITY, CLEMSON, SOUTH
CAROLINA (\$1.00)

PUB DATE - 71 45P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OFFICE PRACTICE; *OFFICE
OCCUPATIONS EDUCATION; *MANUALS;
SECONDARY EDUCATION; AREA
VOCATIONAL SCHOOLS; *ROTATION
PLANS; RESOURCE MATERIALS;
EDUCATIONAL PLANNING; EDUCATIONAL
OBJECTIVES

ABSTRACT - DEVELOPED BY A HIGH
SCHOOL OFFICE PRACTICE TEACHER,
THIS MANUAL DESCRIBES A PLAN OF
ROTATING STUDENTS THROUGH A SERIES
OF CLASSROOM EXPERIENCES. USEFUL IN
A VOCATIONAL BUSINESS EDUCATION
PROGRAM, THE MANUAL INCLUDES
SECTIONS ON: (1) GENERAL OBJECTIVES
FOR THE ROTATION UNIT OF WORK, (2)
EQUIPMENT, (3) SUPPLIES, (4)
PERSONNEL, (5) SUGGESTIONS FOR THE
PREPARATION OF THE ROTATION CHART,
(6) PROJECT INSTRUCTIONS TO BE
GIVEN TO STUDENTS, AND (7) OPTIONAL
EXERCISES FOR FOLLOW-UP. (JS)

VT 014 349

NEWSOME, HAROLD J., AND OTHERS
FILING--THE KEY TO BETTER
ORGANIZATION FOR TEACHING MARKETING
AND DISTRIBUTION.

SOUTH CAROLINA STATE DEPT. OF
EDUCATION, COLUMBIA. DISTRIBUTIVE
EDUCATION SECTION.; CLEMSON UNIV.,
S.C. VOCATIONAL EDUCATION MEDIA
CENTER.

MF AVAILABLE IN VT-ERIC SET.

VOCATIONAL EDUCATION MEDIA CENTER,
CLEMSON UNIVERSITY, CLEMSON, SOUTH
CAROLINA 29631 (\$5.00)

PUB DATE - 70 70P.

DESCRIPTORS - *DISTRIBUTIVE
EDUCATION; RESOURCE MATERIALS;
*FILING; INFORMATION SYSTEMS;
*INFORMATION STORAGE; *INFORMATION
RETRIEVAL; *ORGANIZATION; INDEXING

ABSTRACT - USEFUL IN ORGANIZING AND
RETRIEVING TEACHER MATERIALS, THIS
PACKAGE PROVIDES INFORMATION ON A

DISTRIBUTIVE EDUCATION (DE) FILE
INDEX. THE INDEX IS BASED ON A
NUMERICAL SYSTEM OF 1000 AND
INCLUDES 16 MAJOR SECTIONS AMONG
WHICH ARE: (1) 000 ADMINISTRATION,
(2) 100 DECA, (3) 200 RECORDS AND
ORIENTATION, (4) 300 SALESMANSHIP,
(5) 700 MERCHANDISING, (6) 750
PRODUCT INFORMATION, AND (7) 850
LOCATION AND LAYOUT. ALSO INCLUDED
ARE INSTRUCTIONS FOR USING THE
INDEX AND SHEETS OF FILE FOLDER
LABELS. (JS)

VT 014 362

EVANS, BENNIE N., COMP.

ALMOST THREE DOZEN BULLETIN BOARD
IDEAS FOR BUSINESS EDUCATION.

MISSISSIPPI RESEARCH COORDINATING
UNIT FOR VOCATIONAL-TECHNICAL
EDUCATION, STATE
COLLEGE.; MISSISSIPPI STATE DEPT. OF
EDUCATION, JACKSON. DIV. OF
VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 39P.

DESCRIPTORS - *BUSINESS EDUCATION;
*RESOURCE MATERIALS; INSTRUCTIONAL
MATERIALS; *BULLETIN BOARDS;
*MANUALS; *OFFICE OCCUPATIONS
EDUCATION; TYPEWRITING;
STENOGRAPHY; DATA PROCESSING;
BOOKKEEPING; TEACHER EDUCATION

ABSTRACT - DEVELOPED BY PROSPECTIVE
BUSINESS EDUCATION TEACHERS, THIS
DOCUMENT PRESENTS BULLETIN BOARD
IDEAS FOR USE IN: (1) TYPEWRITING,
(2) SHORTHAND, (3) BOOKKEEPING, (4)
FILING, (5) DATA PROCESSING, (6)
STUDENT TEACHING, AND (7) RELATED
COURSES. EACH BULLETIN BOARD IDEA
IS PRESENTED GRAPHICALLY AND
INCLUDES A STATEMENT OF PURPOSE AND
ALIST OF MATERIALS NEEDED FOR
CONSTRUCTION. (JS)

VT 014 390

JARRELL, DAISY R., COMP.

START GETTING THAT JOB NOW; A
VOCATIONAL GUIDANCE HANDBOOK,
APPENDIX Z TO ANNUAL INTERIM
REPORT.

MEMPHIS CITY SCHOOL SYSTEM,
TENN.; MEMPHIS COMMUNITY LEARNING

LAB., TENN.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *VOCATIONAL
COUNSELING; *OCCUPATIONAL
INFORMATION; *MANUALS; RESOURCE
MATERIALS; *OCCUPATIONAL GUIDANCE;
EMPLOYMENT INTERVIEWS; EMPLOYMENT
QUALIFICATIONS; *JOB APPLICATION

ABSTRACT - BASED ON INFORMATION
TAKEN FROM THE "YOU AND YOUR JOB
SERIES", THIS GUIDANCE HANDBOOK WAS
PREPARED TO ASSIST STUDENTS IN
UNDERSTANDING THE EMPLOYMENT
PROCESS AND THE ROLE OF AN
EMPLOYEE. THE HANDBOOK IS WRITTEN
IN CLEAR, CONCISE LANGUAGE AND
COVERS TOPICS SUCH AS: (1) SOME
INFORMATION ON JOB FIELDS AND THEIR
FUTURE, (2) LEARNING JOB SKILLS,
(3) HOW YOU SHOULD LOOK, (4)
GETTING THERE, (5) WORDS AND
PHRASES TO KNOW, (6) SAMPLE
APPLICATION BLANK, (7) THE
INTERVIEW, (8) GETTING ALONG WITH
THE BOSS, (9) UNIONS AND YOU, AND
(10) YOU AND YOURSELF. DEVELOPED AS
APPENDIX 2 TO AN ANNUAL INTERIM
REPORT, THE HANDBOOK ALSO INCLUDES
A SAMPLE APPLICATION BLANK. RELATED
DOCUMENTS ARE AVAILABLE AS VT 014
391 AND VT 014 392 (ALSO IN THIS
ISSUE), AND VT 014 388 AND VT 014
389 (IN ARM VOL. 5, NO. 3). (JS)

VT 014 392

THE GENERAL CO-OP CURRICULUM FOR
JUNIOR AND SENIOR HIGH SCHOOLS.
COURSE OF STUDY OF GENERAL
COOPERATIVE EDUCATION. APPENDIX Y
TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN.
DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
DEC-0-70-5181
PUB DATE - JAN71 211P.

DESCRIPTORS - *COOPERATIVE
EDUCATION; *OCCUPATIONAL
INFORMATION; CAREER PLANNING;
JUNIOR HIGH SCHOOLS; SENIOR HIGH

SCHOOLS; SECONDARY EDUCATION;
*CURRICULUM GUIDES; TEACHER ROLE;
RESOURCE MATERIALS; EDUCATIONAL
OBJECTIVES; *COURSE CONTENT;
TEACHING TECHNIQUES; *OCCUPATIONAL
GUIDANCE; ECONOMICS; CONSUMER
ECONOMICS

ABSTRACT - DEVELOPED AS PART OF THE
JUNIOR AND SENIOR HIGH PHASES OF
THE SPAN PROJECT (SYSTEMS PROGRAM
APPROACHING NON-UNEMPLOYMENT OF
VOCATIONAL STUDENTS), THIS
CURRICULUM GUIDE WAS PREPARED TO
AID THE TEACHER-COORDINATOR IN
PRESENTING GENERAL EMPLOYMENT
INFORMATION. ARRANGED IN EIGHT
UNITS INFORMATION IS PROVIDED ON:
(1) ORIENTATION TO COOPERATIVE
EDUCATION, (2) GETTING THAT JOB,
(3) YOU AND YOUR ATTITUDE, (4)
GENERAL SAFETY, (5) ORGANIZATIONS
FOR LABOR AND MANAGEMENT, (6) TAXES
AND SOCIAL SECURITY, (7) USING YOUR
MONEY WISELY, AND (8) YOU AND YOUR
CAREER. ALSO INCLUDED ARE GENERAL
OBJECTIVES, REFERENCES, A COURSE
OUTLINE, AND A MESSAGE TO THE
STUDENT. THE APPENDIX INCLUDES A
LESSON PLAN FORM AND A STUDENT
EVALUATION FORM. THIS COLOR-CODED
GUIDE WAS FIELD TESTED DURING THE
SECOND SEMESTER OF THE 1970-71
SCHOOL YEAR. RELATED DOCUMENTS ARE
AVAILABLE AS VT 014 391 AND VT 014
390 (ALSO IN THIS ISSUE) AND VT 014
388 AND VT 014 389 (IN ARM VOL. 5
NO. 3). (JS)

VT 014 415 ED 058 417

JOHNSON, RONALD D.
PLANNING THE IMPLEMENTATION OF A
BUSINESS EDUCATION LEARNING SYSTEM.
PROGRAMMED INSTRUCTIONAL MATERIALS
AVAILABLE FOR POSSIBLE USE IN A
BUSINESS EDUCATION LEARNING SYSTEM.
A SUPPLEMENT TO THE FINAL REPORT.

TEXAS TECH UNIV., LUBBOCK. DEPT. OF
BUSINESS EDUCATION.
TEXAS EDUCATION AGENCY, AUSTIN.
DIV. OF OCCUPATIONAL RESEARCH AND
DEVELOPMENT
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - JUL71 37P.

DESCRIPTORS - *BUSINESS EDUCATION;
INSTRUCTIONAL MATERIALS;

INSTRUCTIONAL MEDIA; *EDUCATIONAL EQUIPMENT; *PROGRAMED MATERIALS; INSTRUCTIONAL FILMS; *RESOURCE GUIDES; *BIBLIOGRAPHIES; EDUCATIONAL RESOURCES; LEARNING LABORATORIES; POST SECONDARY EDUCATION; SECONDARY EDUCATION IDENTIFIERS - *BUSINESS EDUCATION LEARNING SYSTEM; BELS

ABSTRACT - THIS INVENTORY OF PROGRAMED INSTRUCTIONAL MATERIALS USEFUL IN BUSINESS EDUCATION SETTINGS WAS DEVELOPED SPECIFICALLY FOR THE BUSINESS EDUCATION LEARNING SYSTEM (BELS), AND IS DIVIDED INTO SECTIONS ON: (1) SOFTWARE, (2) SOFTWARE WITH ACCOMPANYING HARDWARE, AND (3) HARDWARE. ITEMS IN THE SOFTWARE INVENTORY ARE ARRANGED BY BUSINESS SUBJECT AREAS AND INCLUDE TAPES AND PROGRAMED TEXTBOOKS. THE SECOND SECTION INCLUDES INSTRUCTIONAL MEDIA SUCH AS A 30-LESSON FILMSTRIP SERIES ON ENGLISH-COMMUNICATION SKILLS WHICH IS ACCOMPANIED BY A TT-33 PROGRAMED PROJECTOR. LISTED IN THE HARDWARE SECTION ARE SUCH ITEMS AS A: (1) PACERRECORDER AND PACER, (2) CASSETTE PLAYER, (3) CASSETTE LISTENING CENTER, (4) PORT-A-CARREL, (5) AUDIO-TUTORIAL LEARNING CENTER, AND (6) CUSTOM ELECTRONIC CLASSROOM. PRICE AND AVAILABILITY INFORMATION ARE PROVIDED FOR EACH ITEM IN THE INVENTORY. A RELATED DOCUMENT IS AVAILABLE AS VT 014 414 (ARM VOL. 5, NO. 3). (JS)

VT 014 485
VOCATIONAL EDUCATION.

MARSHALL COMMUNITY UNIT SCHOOLS,
ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 56P.1969-1970
REVISION.

DESCRIPTORS - VOCATIONAL EDUCATION;
*BUSINESS EDUCATION; *AGRICULTURAL
EDUCATION; *INDUSTRIAL ARTS; *HOME
ECONOMICS; INSTRUCTIONAL MATERIALS;
EDUCATIONAL OBJECTIVES; *CURRICULUM
GUIDES; COURSE OBJECTIVES; COURSE
CONTENT
IDENTIFIERS - *DIVERSIFIED
OCCUPATIONS

ABSTRACT - PREPARED FOR THE COMMUNITY UNIT SCHOOLS, THIS DOCUMENT CONTAINS OUTLINES FOR BUSINESS EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, DIVERSIFIED OCCUPATIONS, AND AGRICULTURAL EDUCATION COURSES. UNDER BUSINESS EDUCATION, SPECIFIC OBJECTIVES ARE STATED FOR: (1) OFFICE OCCUPATIONS, (2) SHORTHAND I AND II, (3) DISTRIBUTIVE EDUCATION, (4) OCCUPATIONS, (5) BOOKKEEPING, (6) CONSUMER PROBLEMS, (7) TYPING I AND II, (8) BUSINESS MACHINES, (9) OFFICE PRACTICE, (10) GENERAL BUSINESS, (11) JUNIOR HIGH TYPING, AND (12) CLERICAL RECORD KEEPING. FOR HOME ECONOMICS, A COURSE DESCRIPTION, METHOD OF EVALUATION, GENERAL OBJECTIVES, AND COURSE OUTLINE ARE GIVEN FOR COURSES OFFERED IN GRADES 7 THROUGH 12. INDUSTRIAL ARTS COURSES OUTLINED INCLUDE: (1) GENERAL WOODS I, (2) POWER MECHANICS, AND (3) CABINET MAKING. LISTS OF POSSIBLE OCCUPATIONS AND SUGGESTED RELATED MATERIAL ARE PROVIDED FOR THE DIVERSIFIED OCCUPATIONS COURSE. THE AGRICULTURE CURRICULUM OUTLINE INCLUDES: (1) MECHANICAL DRAWING, (2) ARCHITECTURAL DRAWING, (3) ELECTRICITY-ELECTRONICS, (4) AGRICULTURE OCCUPATIONS I THROUGH IV, AND (5) AN ADULT PROGRAM IN AGRICULTURE. (GER)

VT 014 496
BUSINESS EDUCATION CURRICULUM
GUIDE.

KOKOMO-CENTER TOWNSHIP CONSOLIDATED
SCHOOL CORP., IND. DEPT. OF
BUSINESS AND OFFICE EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
KOKOMO-CENTER TOWNSHIP
CONSOLIDATED, SCHOOL CORPORATION,
ADMINISTRATION BLDG., 100 WEST
LINCOLN ROAD, KOKOMO, INDIANA 46901
(\$1.00)
PUB DATE - ND 112P.

DESCRIPTORS - *BUSINESS EDUCATION;
*COURSE CONTENT; COURSE
ORGANIZATION; *CURRICULUM GUIDES;
PROGRAM DESCRIPTIONS; *OFFICE
OCCUPATIONS EDUCATION; COOPERATIVE

EDUCATION; DISTRIBUTIVE EDUCATION;
SECONDARY EDUCATION; EDUCATIONAL
OBJECTIVES; COURSE OBJECTIVES;
TYPEWRITING; ACCOUNTING;
STENOGRAPHY; BUSINESS ENGLISH;
*RESOURCE UNITS

ABSTRACT - THIS DOCUMENT OUTLINES THE COURSES WHICH REPRESENT THE BUSINESS EDUCATION CURRICULUM AT KOKOMO HIGH SCHOOL. IN ADDITION TO OUTLINING SUBJECT MATTER, THE GUIDE IDENTIFIES TEXTBOOKS USED, COURSE OBJECTIVES, COURSE CREDIT, PREREQUISITES, COURSE REQUIREMENTS AND REFERENCE MATERIALS. COURSES OUTLINED INCLUDE: (1) BOOKKEEPING I, II, III, IV, (2) BUSINESS ARITHMETIC, (3) BUSINESS ENGLISH, (4) CLERICAL PRACTICE I AND II, (5) GENERAL BUSINESS I AND II, (6) SHORTHAND I, II, III, (7) TYPING I, II, III, IV, AND (8) INTRODUCTION TO DATA PROCESSING. CURRICULUMS ARE ALSO SUGGESTED FOR THE STENOGRAPHIC STUDENT, THE CLERICAL STUDENT, THE BOOKKEEPING STUDENT, AND THE DISTRIBUTIVE EDUCATION STUDENT. (JSJ)

VT 014 503

PREREQUISITES AND BEHAVIORAL OBJECTIVES FOR COURSES TAUGHT AT GARFIELD HIGH SCHOOL.

GARFIELD HIGH SCHOOL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 416P.

DESCRIPTORS - *CURRICULUM GUIDES;
*BEHAVIORAL OBJECTIVES; SECONDARY GRADES; *GRADUATION REQUIREMENTS;
*ACADEMIC STANDARDS; LANGUAGE ARTS; LANGUAGES; MUSIC; ART; BUSINESS EDUCATION; MATHEMATICS; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; SCIENCES; CAREER OPPORTUNITIES; SOCIAL STUDIES; PHYSICAL EDUCATION; *COURSE DESCRIPTIONS
IDENTIFIERS - GARFIELD HIGH SCHOOL

ABSTRACT - THE MAIN OBJECTIVES OF THE GARFIELD HIGH SCHOOL EDUCATIONAL PROGRAM ARE TO PREPARE THE GRADUATE FOR EFFECTIVE CITIZENSHIP THROUGH GENERAL EDUCATION AND TO PROVIDE HIM WITH A

SALEABLE SKILL AND/OR THOSE PERFORMANCE OBJECTIVES NECESSARY FOR COLLEGE ENTRANCE AND SUCCESS. THIS MANUAL PRESENTS THE PREREQUISITES AND BEHAVIORAL OBJECTIVES FOR EACH COURSE TAUGHT AT GARFIELD HIGH. COURSES OUTLINED ARE: (1) LANGUAGE ARTS, INCLUDING DRAMA, MINORITIES LITERATURE, NEWSWRITING, DEBATE, HUMANITIES, AND WRITING LAB, (2) FOREIGN LANGUAGES, (3) MUSIC, INCLUDING AFRICAN-AMERICAN AND INSTRUMENTAL MUSIC, (4) ART, INCLUDING FASHION ILLUSTRATION, TEXTILES, PHOTOGRAPHY, CERAMICS AND JEWELRY, (5) BUSINESS EDUCATION, INCLUDING BUSINESS ARITHMETIC AND ENGLISH, ACCOUNTING, TYPING, OFFICE PRACTICE, BUSINESS LAW, SHORTHAND, AND RETAILING, (6) HOME AND FAMILY LIVING, INCLUDING MEAL AND CLOTHING MANAGEMENT, HOME FURNISHING, HUMAN DEVELOPMENT AND CONSUMER ECONOMICS, (7) MATHEMATICS, ALL AREAS, (8) INDUSTRIAL ARTS, INCLUDING WOODWORKING, ELECTRICITY, TECHNICAL DRAWING, AND AUTOMOTIVE APPLICATION, (9) SCIENCE, INCLUDING BIOLOGY, CHEMISTRY, AND PHYSICS, (10) CAREER OPPORTUNITIES PROGRAM, INCLUDING COSMETOLOGY, DRY CLEANING, AND HEALTH OCCUPATIONS, (11) SOCIAL STUDIES, AND (12) PHYSICAL EDUCATION. ADDITIONAL PERTINENT INFORMATION SUCH AS COURSE PROCEDURES, UNITS, TASKS, AND MATERIALS ARE APPENDED. (AW)

VT 014 522

INSTRUCTIONAL MATERIALS VOCATIONAL-RELATED MATH. COORDINATED VOCATIONAL EDUCATION TRAINING, PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION,
STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL 71 352P. PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 5-16, 1971).

DESCRIPTORS - MATHEMATICS

MATERIALS; *MATHEMATICAL CONCEPTS;
*VOCATIONAL EDUCATION;
*INSTRUCTIONAL MATERIALS;
*WORKBOOKS; STUDY GUIDES; TEACHING
GUIDES; *EDUCATIONAL OBJECTIVES;
TEXTBOOK ASSIGNMENTS;
INDIVIDUALIZED INSTRUCTION; TESTS;
ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A
TRAINING INSTITUTE FOR TEACHERS OF
THE HANDICAPPED, THIS WORKBOOK WAS
DESIGNED FOR STUDENTS AND
INSTRUCTORS OF VOCATIONAL MATH
COURSES. CONTENTS INCLUDE 22 UNITS
UNDER THE TOPICS: (1) WHOLE NUMBER
CONCEPTS, (2) FRACTION CONCEPTS,
(3) DECIMAL CONCEPTS, AND (4)
SPECIAL CONCEPTS. EACH UNIT
CONTAINS STATED TERMINAL
OBJECTIVES, SPECIFIC OBJECTIVES,
SUGGESTED ACTIVITIES, INSTRUCTIONAL
MATERIAL, INFORMATION SHEETS,
ASSIGNMENT SHEETS, ANSWERS TO
ASSIGNMENT SHEETS, TESTS, AND
ANSWERS TO THE TESTS. LISTS OF MATH
SKILL LEVELS, BASIC MATHEMATICS
CONCEPTS, SUGGESTED REFERENCES FOR
MATH SKILL, AND OBJECTIVES FOR
OTHER UNITS ARE APPENDED. (GEB)

VT 014 525
KEITCH, LA VONNE
CLERICAL OFFICE PRACTICE--BUSINESS
EDUCATION.

BELOIT PUBLIC SCHOOLS, WIS.
MF AVAILABLE IN VT-ERIC SET.
BELOIT PUBLIC SCHOOLS 220 W. GRAND
AVE. BELOIT, WISCONSIN 53511
(41.50)
PUB DATE - AUG70 31P.

DESCRIPTORS - *CURRICULUM GUIDES;
*OFFICE OCCUPATIONS EDUCATION;
*OFFICE PRACTICE; OFFICE
OCCUPATIONS; BUSINESS EDUCATION;
CLERICAL OCCUPATIONS; BUSINESS
SUBJECTS; GRADE 12; *OFFICE
MACHINES; *BUSINESS SKILLS

ABSTRACT - THIS GUIDE IS INTENDED
PRIMARILY TO AID TWELFTH GRADE
STUDENTS IN DEVELOPING THE POSITIVE
CHARACTER TRAITS AND BASIC
VOCATIONAL SKILLS NEEDED FOR ENTRY
LEVEL OFFICE WORK FOLLOWING HIGH
SCHOOL GRADUATION. CONTENT IS

DIVIDED INTO 15 UNITS, INCLUDING:
(1) USING SECRETARIAL EQUIPMENT,
(2) BUSINESS COMMUNICATION SKILLS
AND SERVICES, (3) BUSINESS
DOCUMENTS, (4) RECORD KEEPING, (5)
FILING AND USE OF PRACTICE SETS,
(6) BUSINESS MACHINE ORIENTATION
AND SKILL DEVELOPMENT, (7) TRAVEL
AND TRANSPORTATION, AND (8) JOB
FINDING AND SUCCESS. SUGGESTIONS
ARE GIVEN FOR PRESENTING THE
MATERIAL, TIME SCHEDULING, AND
EVALUATION, FOLLOWED BY LISTINGS OF
REQUIRED OR RECOMMENDED CLASSROOM
EQUIPMENT AND INSTRUCTIONAL
MATERIALS, INCLUDING BOOKS,
WORKBOOKS, REFERENCES, AND AUDIO-
VISUAL AIDS. THE SUGGESTED CONTENT
ORGANIZATION IS KEYED TO THE
REQUIRED TEXT, "APPLIED SECRETARIAL
PRACTICE," FIFTH EDITION, AVAILABLE
FROM THE GREGG PUBLISHING CO.,
MCGRAW-HILL BOOK COMPANY, NEW YORK.
(AW)

VT 014 544 ED 058 446
VOCATIONAL INSTRUCTIONAL MATERIALS
FOR OFFICE OCCUPATIONS AVAILABLE
FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL
LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402 (STOCK
NUMBER 1780-0840, \$1.00)
PUB DATE - AUG71 88P.

DESCRIPTORS - *ANNOTATED
BIBLIOGRAPHIES; *OFFICE OCCUPATIONS
EDUCATION; *INSTRUCTIONAL
MATERIALS; *RESOURCE MATERIALS;
EDUCATIONAL RESOURCES; VOCATIONAL
EDUCATION; CAREER EDUCATION;
OCCUPATIONAL GUIDANCE; HANDICAPPED
STUDENTS; VOCATIONAL COUNSELING;
DISADVANTAGED GROUPS; TEACHER
EDUCATION; OFFICE OCCUPATIONS;
*FEDERAL GOVERNMENT; BUSINESS
EDUCATION
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED
BIBLIOGRAPHY LISTS CURRICULUM
MATERIALS FOR OFFICE OCCUPATIONS

EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) ACCOUNTING AND COMPUTING, (2) DATA PROCESSING, (3) FILING, OFFICE MACHINES, AND GENERAL OFFICE, (4) INFORMATION COMMUNICATION, (5) MATERIALS SUPPORT, (6) PERSONNEL, TRAINING, AND RELATED OCCUPATIONS, (7) STENOGRAPHIC, SECRETARIAL, AND RELATED OCCUPATIONS, (8) SUPERVISION AND ADMINISTRATIVE MANAGEMENT, AND (9) TYPING AND RELATED OCCUPATIONS. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE OFFICE OCCUPATIONS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) GUIDANCE AND COUNSELING, (3) TEACHER EDUCATION, AND (4) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 559

TELEPHONE CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 26P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION;
*VOCATIONAL GUIDANCE; PRETESTS;
POST TESTING; GLOSSARIES;
BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES;
WORKBOOKS; ELEMENTARY GRADES;
LEARNING ACTIVITIES; *TELEPHONE COMMUNICATIONS INDUSTRY

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH TELEPHONE CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR SIX ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)

VT 014 570

TYPEWRITING 1 AND 2. COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.
PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 SOUTH BELLEFIELD STREET, PITTSBURGH, PENNSYLVANIA 15210
PUB DATE - SEP70 105P.

DESCRIPTORS - *TEACHING GUIDES;
CURRICULUM GUIDES; *BUSINESS SKILLS; *TYPEWRITING; SECONDARY GRADES; *TYPISTS; OFFICE MACHINES;
OFFICE OCCUPATIONS EDUCATION;
*BUSINESS SUBJECTS

ABSTRACT - PART OF THE CURRICULUM DEVELOPMENT PROGRAM BEING INSTITUTED BY THE PROFESSIONAL STAFF OF THE PITTSBURGH PUBLIC SCHOOLS, THIS GUIDE IS DESIGNED TO AID TEACHERS IN PLANNING AND PRESENTING A 2-YEAR HIGH SCHOOL TYPEWRITING COURSE. ARRANGED IN A BEHAVIORAL FORMAT, THE GUIDE INCLUDES 15 INSTRUCTIONAL UNITS, WITH EACH UNIT BROKEN DOWN INTO ONE OR MORE SPECIFIC OBJECTIVES TO BE ACHIEVED. FOR EACH OBJECTIVE, AN OUTLINE PROVIDES THE DEVELOPING

CORE OF CONTENT MATTER TO BE ADAPTED, STUDENT LEARNING ACTIVITIES, AND EVALUATING PROCEDURES. UNITS INCLUDE: (1) MACHINE PARTS, (2) KEYBOARD MASTERY, (3) COMPOSING AT THE TYPEWRITER, (4) CARE OF TYPEWRITER, (5) DEVELOPMENT OF RELATED SKILLS, (6) CENTERING, TABULATING, PROOFREADING, AND CORRECTIONS, (7) CARBON COPIES, (8) ROUGH DRAFTS, (9) PREPARING STENCILS AND SPIRIT MASTERS AND DUPLICATING, AND (10) PERSONAL DATA SHEET AND EMPLOYMENT APPLICATION. APPENDIXES INCLUDE SUGGESTED GRADING SCALES, SPEED TESTS, TYPEWRITER REPAIR CHART, TEACHING AIDS, AUDIOVISUAL AIDS, AND ORDERING INFORMATION. A BIBLIOGRAPHY IS ALSO PROVIDED. A RELATED DOCUMENT IS AVAILABLE AS VT 014 571 (AIM VOL. 5, NO. 3). (AW)

VT 014 571

CLERICAL OFFICE PRACTICE. COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DIV. OF CURRICULUM AND INSTRUCTION.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 SOUTH BELLEFIELD STREET, PITTSBURGH, PENNSYLVANIA 15210

PUB DATE - SEP69 171P.

DESCRIPTORS - *CURRICULUM GUIDES; BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *CLERICAL OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE; STENOGRAPHERS; TYPISTS; MEDICAL ASSISTANTS; SECONDARY GRADES
IDENTIFIERS - DUPLICATION SPECIALISTS

ABSTRACT - THIS CURRICULUM GUIDE PRESENTS A 1-YEAR PROGRAM DESIGNED TO PROVIDE JOB ORIENTATION AND ENTRY LEVEL BUSINESS SKILLS FOR HIGH SCHOOL STUDENTS ENROLLED IN STENOGRAPHIC, CLERK-TYPIST, DUPLICATION SPECIALIST, AND HEALTH OCCUPATIONS PROGRAMS. USING A

BEHAVIORAL FORMAT, THE CONTENT IS ORGANIZED IN OUTLINE FORM, INCLUDING BASIC CONCEPTS TO BE DEVELOPED, STUDENT LEARNING ACTIVITIES, AND EVALUATING PROCEDURES FOR UNITS ON: (1) JOB ORIENTATION, (2) RECEPTIONIST, (3) TELEPHONE, (4) MAIL, (5) WRITTEN COMMUNICATION, (6) DUPLICATION, (7) MACHINE ROTATION, (8) FILING, AND (9) RECORD KEEPING IN THE MEDICAL OFFICE. A SCOPE AND SEQUENCE CHART, SUGGESTIONS FOR TEACHING, BASIC COURSE OBJECTIVES, SUPPLEMENTARY AUDIO VISUAL AIDS, AND A BIBLIOGRAPHY ARE ALSO PROVIDED. APPENDIXES INCLUDE A SAMPLE ROTATION SCHEDULE, ESSENTIAL QUALITIES OF A MAILABLE LETTER, SAFETY RULES, AND A LIST OF PERIODICALS. (AW)

VT 014 599

TRAINING AND EDUCATION PROGRAMS IN AUTOMATIC DATA PROCESSING (ADP), 1971-72. THE ADP MANAGEMENT TRAINING CENTER.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF TRAINING.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 30P.

DESCRIPTORS - *COURSE DESCRIPTIONS; *PROGRAM DESCRIPTIONS; *DATA PROCESSING; *DATA PROCESSING OCCUPATIONS; PROGRAM GUIDES; *ELECTRONIC DATA PROCESSING; COMPUTER SCIENCE; COMPUTER SCIENCE EDUCATION; ADULT VOCATIONAL EDUCATION

ABSTRACT - THE AUTOMATIC DATA PROCESSING (ADP) MANAGEMENT TRAINING CENTER PROVIDES PROGRAMS IN CONTINUING EDUCATION FOR GOVERNMENT EMPLOYEES IN THE FIELD OF DATA PROCESSING. BRIEF INFORMATION IS GIVEN ON THE BACKGROUND OF THE ADP PROGRAMS, THE SCOPE OF THE PROGRAMS, TRAINING AND SUPPORT ACTIVITIES, PARTICIPANTS AND FACULTY, COMPUTER SYSTEMS, ELIGIBILITY, AND TUITION. COURSE DESCRIPTIONS AND TRAINING SCHEDULES AND SEQUENCE GUIDES ARE PROVIDED FOR: (1) ADP USER EDUCATION, WHICH

PROVIDES INTRODUCTORY COURSES IN ADP FOR GOVERNMENT EMPLOYEES AT ALL LEVELS, AND MORE SPECIALIZED SEMINARS WHICH RELATE DATA PROCESSING CONCEPTS TO SPECIFIC SUBJECT AREA DISCIPLINES, (2) COMPUTER SPECIALIST TRAINING FOR INDIVIDUALS DIRECTLY INVOLVED IN DATA PROCESSING FUNCTIONS, WHICH COVERS PROGRAMING, SYSTEMS ANALYSIS AND DESIGN, AND OTHER SUBJECT AREAS CONCERNED WITH DEVELOPMENTS IN THE FIELD, (3) PUBLIC SERVICE CAREERS TRAINING, WHICH PROVIDES ENTRY-LEVEL ADP SKILLS FOR CARD PUNCH OPERATORS, COMPUTER OPERATORS, COMPUTER (PROGRAMER) TECHNICIANS, AND TECHNICAL ASSISTANTS/DATA PROCESSING, AND (4) ADP AUDITOR TRAINING, WHICH IS A CONCENTRATED 2-WEEK COURSE COVERING BASIC ADP TRAINING NEEDS OF GOVERNMENT AUDITORS. A LIST OF REGIONAL TRAINING CENTERS AND A MAP OF REGIONS ARE ALSO INCLUDED. (AW)

VT 014 600

DAVIS, E.F., JR.

FILMS FOR CLASSROOM TEACHING.

LOUISIANA STATE DEPT. OF EDUCATION,
BATON ROUGE.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 71P.

DESCRIPTORS - AUDIOVISUAL AIDS;
*FILMS; FILM LIBRARIES; *TAPE
RECORDINGS; *INSTRUCTIONAL
MATERIALS; STATE LIBRARIES;
REGIONAL LIBRARIES; *CATALOGUES;
GENERAL EDUCATION; VOCATIONAL
EDUCATION
IDENTIFIERS - *LOUISIANA

ABSTRACT - PREPARED BY A SUPERVISOR OF AUDIO VISUAL INSTRUCTION, THIS FILM CATALOG INCLUDES THOSE 16MM INSTRUCTIONAL FILMS AND TAPES CONTAINED IN THE LOUISIANA REGIONAL FILM LIBRARIES. THE TITLES ARE ARRANGED ALPHABETICALLY UNDER THE SUBJECT MATTER AREAS OF: (1) AGRICULTURE, (2) ART, (3) AUDIO VISUAL, (4) BUSINESS EDUCATION, (5) COMMUNICATION, (6) ENGLISH AND LANGUAGE ARTS, (7) ENGINEERING, (8) FOOD PRESERVATION, (9) GUIDANCE, (10) HEALTH AND PHYSICAL EDUCATION,

(11) HOME ECONOMICS, (12) INDUSTRIAL ARTS, (13) LIBRARY, (14) MATHEMATICS, (15) MUSIC, (16) SAFETY EDUCATION, (17) SCIENCE, (18) SOCIAL STUDIES, AND (19) TRANSPORTATION. INSTRUCTIONS ON HOW TO USE THE CATALOG, A KEY TO SYMBOLS AND ABBREVIATIONS, AND SUGGESTIONS ON USING THE FILMS ARE INCLUDED. (GEB)

VT 014 603

ELEMENTARY OCCUPATIONAL INFORMATION PROGRAM.

ILLINOIS COMMUNITY UNIT SCHOOL
DISTRICT 9, GRANITE CITY.

MF AVAILABLE IN VT-ERIC SET.

COMMUNITY UNIT SCHOOL DISTRICT #9,
20TH & ADAMS STREET, GRANITE CITY,
ILLINOIS 62040 (\$1.50)

PUB DATE - ND 86P.

DESCRIPTORS - *CAREER EDUCATION;
*TEACHING GUIDES; *OCCUPATIONAL
INFORMATION; VOCATIONAL EDUCATION;
*OCCUPATIONS; *ELEMENTARY GRADES;
ELEMENTARY SCHOOL CURRICULUM;
LEARNING ACTIVITIES
IDENTIFIERS - *OCCUPATIONAL
EXPLORATION; CAREER LATTICE

ABSTRACT - THIS GUIDE CONTAINS INFORMATION FOR TEACHER USE IN PLANNING OCCUPATIONAL EXPLORATION EXPERIENCES FOR GRADES 5-6. ORGANIZED INTO THREE SECTIONS ON THE BASIS OF GRADE LEVEL (K-2, 3-4, AND 5-6), EACH SECTION CONTAINS OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND RESOURCES WITH EMPHASIS ON LOCAL RESOURCES, AND A CAREER LATTICE OF SUGGESTED OCCUPATIONS IN THESE AREAS: (1) INDUSTRY, (2) HEALTH, (3) PUBLIC AND PERSONAL SERVICES, (4) APPLIED BIOLOGY AND AGRICULTURE, (5) BUSINESS MARKETING AND MANAGEMENT, AND (6) CONSTRUCTION. THE DOCUMENT ALSO CONTAINS A LISTING OF COMMUNITY RESOURCES BY OCCUPATIONAL AREA, SUGGESTIONS FOR PLANNING FIELD TRIPS, AN ALPHABETICAL LISTING OF FIELD TRIPS, AND RELATED INSTRUCTIONAL MATERIALS. (SB)

VT 014 605

EMPLOYEE IMPROVEMENT PROGRAM.

PERSONALITY DEVELOPMENT,
INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF
EDUCATION, RALFIGH. DIV. OF
VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 38P.

DESCRIPTORS - *PERSONALITY
DEVELOPMENT; *HUMAN RELATIONS; SELF
ACTUALIZATION; *EMPLOYEE ATTITUDES;
*BUSINESS SUBJECTS; *TEACHING
GUIDES; INSTRUCTIONAL MATERIALS;
REFERENCE MATERIALS; IMPROVEMENT
PROGRAMS; SELF EVALUATION

ABSTRACT - DEVELOPED BY THE STATE
BOARD OF EDUCATION, THIS IS ONE OF
THE ELECTIVE 10-HOUR COURSES IN THE
EMPLOYEE IMPROVEMENT PROGRAM, AND
IS DESIGNED TO GIVE THE EMPLOYEE
MOTIVATION FOR AND WAYS OF
IMPROVING INDIVIDUAL PERSONALITY.
CONTENTS INCLUDE SESSIONS ENTITLED:
(1) WHAT IS PERSONALITY, (2)
INDIVIDUAL PERSONALITY AND RELATION
TO OTHERS, (3) EMOTIONS IN RELATION
TO PERSONALITY, (4) CONTROLLING
ACTIONS AND ATTITUDES OF OTHERS,
AND (5) SELF AND BUSINESS
IMPROVEMENT. THE MATERIAL PROVIDED
FOR EACH SESSION INCLUDES
OBJECTIVES OF THE SESSION, SUPPLIES
NEEDED, CONTENT, AND TEACHING
SUGGESTIONS. A PERSONALITY
INVENTORY, A QUIZ, A LIST OF
PERSONALITY TRAITS MOST CUSTOMERS
LIKE AND DISLIKE, AND SUGGESTED
REFERENCE MATERIALS ARE INCLUDED.
(4B)

VT 014 641
THE CURRICULUM GUIDE FOR PERSONAL
TYPING, GRADE 9.

MOUNT LEBANON SCHOOL DISTRICT,
PITTSBURGH, PA.
MF AVAILABLE IN VT-ERIC SET.
MT. LEBANON SCHOOL DISTRICT, BOWER
HILL ROAD AT MOFFETT STREET,
PITTSBURGH, PENNSYLVANIA 15243
(\$1.00)
PUB DATE - 70 35P.

DESCRIPTORS - *CURRICULUM GUIDES;
*TYPEWRITING; GRADE 9; TYPISTS;
BUSINESS SUBJECTS; OFFICE MACHINES;

*STUDY GUIDES; *RESOURCE UNITS;
*INDEPENDENT STUDY

ABSTRACT - THIS GUIDE IS DESIGNED
TO AID INSTRUCTORS IN PRESENTING A
1-SEMESTER BEGINNING TYPING COURSE
THAT WILL ENABLE NINTH GRADE
STUDENTS TO DEVELOP TYPING SKILLS
FOR PERSONAL USE. CONTENTS CONSIST
OF 15 RESOURCE UNITS SEQUENCED TO
MAXIMIZE STUDENT SELF-DIRECTED
STUDY, INCLUDING: (1) BASIS FOR
TOUCH TYPING, (2) ALPHABETIC
KEYBOARD, (3) FIGURES AND SYMBOLS,
(4) VERTICAL AND HORIZONTAL
CENTERING, (5) CORRESPONDENCE, (6)
MANUSCRIPTS, (7) TABULATION, (8)
COMPOSITION AT THE TYPEWRITER, (9)
RELATED LEARNINGS, AND (10) MACHINE
CARE. UNITS CONTAIN SPECIFIC
BEHAVIORAL GOALS FOR THE LEARNER,
CONTENT OUTLINE, AND SUGGESTED
LEARNING ACTIVITIES. (AW)

VT 014 642 ED 057 257
ABSTRACTS OF INSTRUCTIONAL
MATERIALS IN VOCATIONAL AND
TECHNICAL EDUCATION AND ABSTRACTS
OF RESEARCH AND RELATED MATERIALS
IN VOCATIONAL AND TECHNICAL
EDUCATION. ANNUAL INDEX 1970-71.

OHIO STATE UNIV., COLUMBUS. CENTER
FOR VOCATIONAL AND TECHNICAL
EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$26.32.
CENTER FOR VOCATIONAL AND TECHNICAL
EDUCATION, 1906 KENNY ROAD,
COLUMBUS, OHIO 43210 (QUARTERLY,
ONE YEAR \$11.00; TWO YEARS \$18.00)
PUB DATE - 71 701P.

DESCRIPTORS - *INSTRUCTIONAL
MATERIALS; *INDEXES (LOCATORS);
*VOCATIONAL EDUCATION; *EDUCATIONAL
RESEARCH; TECHNICAL EDUCATION;
CLEARINGHOUSES; RESOURCE MATERIALS;
*BIBLIOGRAPHIES; RESEARCH
MATERIALS; INFORMATION STORAGE;
INFORMATION RETRIEVAL

ABSTRACT - THIS PUBLICATION
PROVIDES COMBINED CUMULATIVE
INDEXES TO THE FIVE ISSUES OF
*ABSTRACTS OF INSTRUCTIONAL
MATERIALS IN VOCATIONAL AND

TECHNICAL EDUCATION" (AIM) AND "ABSTRACTS OF RESEARCH AND RELATED MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (ARM) PUBLISHED FALL 1970-FALL 1971. RESEARCHERS, SUPERVISORS, TEACHER EDUCATORS, EDUCATION SPECIALISTS, ADMINISTRATORS, AND TEACHERS MAY USE THIS DOCUMENT AS A TOOL IN SEARCHING BY AUTHOR OR BY SUBJECT FOR MATERIALS ACQUIRED AND PROCESSED BY THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION. SECTIONS INCLUDE: (1) SUBJECT INDEX, (2) PERSONAL AND INSTITUTIONAL AUTHORS INDEX, AND (3) CONVERSION OF DOCUMENT NUMBER INDEX CUMULATIVE FOR AIM AND ARM FROM FALL 1967 THROUGH FALL 1971. WITHIN THE FIRST TWO SECTIONS, MATERIALS ARE LISTED BY VT IDENTIFICATION NUMBER INCLUDING THE TITLE, AND GIVE THE LOCATION OF THE FULL ABSTRACT IN AIM, ARM, OR IF APPLICABLE, "RESEARCH IN EDUCATION" (RIE). (CD)

VT 014 645 ED 061 413
WRITING PERFORMANCE GOALS: STRATEGY AND PROTOTYPES. A MANUAL FOR VOCATIONAL AND TECHNICAL EDUCATORS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.; MCGRAW-HILL BOOK CO., NEW YORK, N.Y. GREGG DIV. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$6.65 HC-\$6.58.
GREGG DIVISION, MCGRAW-HILL BOOK COMPANY, NEW YORK, NEW YORK
(PRODUCT CODE # 24640-8, \$3.60 NET)
PUB DATE - ND 107P.

DESCRIPTORS - *PERFORMANCE CRITERIA; MANUALS; PERFORMANCE; STANDARDS; *EDUCATIONAL SPECIFICATIONS; PERFORMANCE SPECIFICATIONS; *EDUCATIONAL STRATEGIES; *MODELS; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; VOCATIONAL EDUCATION; TECHNICAL EDUCATION; GUIDELINES

ABSTRACT - THE RESULT OF A COOPERATIVE PROJECT OF THE CENTER FOR VOCATIONAL AND TECHNICAL

EDUCATION AT THE OHIO STATE UNIVERSITY AND THE MCGRAW-HILL BOOK COMPANY, THIS MANUAL WAS PREPARED TO DEVELOP PROTOTYPES OF PERFORMANCE GOALS FOR USE BY CURRICULUM SPECIALISTS AND DEVELOPERS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION AND TO PROVIDE CONCOMITANT GUIDELINES FOR TRAINING WRITERS OF PERFORMANCE GOALS. THE DOCUMENT CONTAINS TWO SECTIONS, WITH THE FIRST PART MAKING UP THE MANUAL FOR PREPARING PERFORMANCE GOALS AND THE SECOND PROVIDING PROTOTYPES OF PERFORMANCE GOALS. PART I INCLUDES: (1) CHARACTERISTICS OF PERFORMANCE GOALS, (2) DEFINITION OF TERMS, (3) SOME QUESTIONS ABOUT PERFORMANCE GOALS, (4) A SYSTEM FOR WRITING PERFORMANCE GOALS, (5) THE NUMBER OF PERFORMANCE GOALS TO BE PREPARED, AND (6) IMPLEMENTATION. PART II PROVIDES PROTOTYPE PERFORMANCE GOALS FOR VARIOUS AREAS OF AGRICULTURAL EDUCATION, BUSINESS AND DISTRIBUTIVE EDUCATION, HEALTH EDUCATION, HOME ECONOMICS EDUCATION, TECHNICAL EDUCATION, AND TRADE AND INDUSTRIAL EDUCATION. NUMEROUS CHARTS ILLUSTRATE THE MANUAL. (AW)

VT 014 660
COMMERCIAL STUDIES IN SCHOOLS.

DEPARTMENT OF EDUCATION AND SCIENCE, LONDON (ENGLAND). DOCUMENT NOT AVAILABLE FROM EDRS. HER MAJESTY'S STATIONERY OFFICE, 49 HIGH HOLBORN, LONDON, W.C.1, ENGLAND
PUB DATE - 70 63P.

DESCRIPTORS - *BUSINESS SUBJECTS; *BUSINESS EDUCATION; PAMPHLETS; SECONDARY GRADES; *COURSE DESCRIPTIONS; *FOREIGN COUNTRIES IDENTIFIERS - *GREAT BRITAIN

ABSTRACT - THIS PAMPHLET DISCUSSES THE ROLE AND STRUCTURE OF COMMERCIAL COURSES FOR STUDENTS OF ALL ABILITIES IN THE SECONDARY GRADES IN GREAT BRITAIN. CONTENTS COVER: (1) GENERAL CONSIDERATIONS, (2) STRUCTURE OF COMMERCE AND

RELATED SOCIAL SCIENCES, (13) CONTRIBUTION OF ENGLISH AND MATH TO COMMERCIAL COURSES, (14) CLERICAL SUBJECTS, (15) SUGGESTED COURSE OUTLINES GIVING SCOPE FOR PRACTICAL WORK IN COMMERCIAL SUBJECTS, AND (16) ASSESSMENT AND VOCATIONAL GUIDANCE. INFORMATION ON THE TRAINING OF SECONDARY COMMERCIAL INSTRUCTORS, EXAMINATIONS IN COMMERCIAL STUDIES, SUGGESTED EQUIPMENT FOR A COMMERCE DEPARTMENT, AND A DIAGRAM TRACING HIGHER EDUCATION IN BUSINESS STUDIES ARE APPENDED. SELECTED REFERENCES ARE ALSO PROVIDED. THE PAMPHLET IS ILLUSTRATED WITH NUMEROUS DRAWINGS, DIAGRAMS, AND PHOTOGRAPHS. (AW)

VT 014 662
CURRICULUM GUIDE FOR STUDENTS WITH SPECIAL NEEDS IN COMMUNICATIONS.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT
OF CURRICULUM AND INSTRUCTION, BOX
58, BELLEVUE, NEBRASKA 68005
(\$1.50)
PUB DATE - AUG70 . 22P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; COMMUNICATIONS;
*INFORMATION SCIENCE; *CURRICULUM
GUIDES; *DISADVANTAGED YOUTH;
SECONDARY GRADES; WRITING SKILLS;
READING INSTRUCTION; *RESOURCE
MATERIALS; OCCUPATIONAL
INFORMATION; OCCUPATIONAL GUIDANCE

ABSTRACT - PREPARED FOR LOCAL
SCHOOLS, THIS CURRICULUM GUIDE IS
FOR INSTRUCTOR USE IN TEACHING
COMMUNICATIONS TO STUDENTS WITH
SPECIAL NEEDS. THIS COURSE,
DESIGNED FOR GRADE LEVELS 9-12,
SHOULD EQUIP STUDENTS FOR USEFUL
EMPLOYMENT, IT SHOULD DEVELOP
ABILITIES, ATTITUDES, WORK HABITS,
AND APPRECIATIONS WHICH CONTRIBUTE
TO A SATISFYING AND PRODUCTIVE
LIFE, AND CONTRIBUTE TO STUDENTS'
GENERAL EDUCATION NEEDS. INCLUDED
IN THE 25 UNITS, ARE TOPICS SUCH
AS: (1) LISTENING, (2) LIBRARY, (3)
THE FRAMEWORK OF EFFECTIVE
COMMUNICATIONS, (4) BECOMING A

SUCCESSFUL WORKER, (5) PREPARING
FOR THE WORLD OF WORK, (6) WRITING
CRAFTSMANSHIP, (7) READING FOR
EMPLOYMENT AND ENJOYMENT, (8)
VERBAL COMMUNICATION, (9)
TELEPHONE/TELEGRAPH COMMUNICATION,
AND (10) TURNER SERIES. EACH UNIT
CONTAINS OBJECTIVES, SUGGESTED
TOPICS, AND SUGGESTED LEARNING
ACTIVITIES AND RESOURCES. SUGGESTED
SOURCES OF SPEAKERS IN THE BELLEVUE
AREA ARE INCLUDED. (GEB)

VT 014 698 ED 060 197
CURRICULUM GUIDE FOR CLERICAL
OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION,
SALEM. DIV. OF COMMUNITY COLLEGES
AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
OREGON BOARD OF EDUCATION, 942
LANCASTER DRIVE, NE, SALEM, OREGON
97310 (\$2.30)
PUB DATE - 71 138P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OFFICE OCCUPATIONS EDUCATION;
*CURRICULUM GUIDES; SECONDARY
EDUCATION; *PROGRAM GUIDES; ENTRY
WORKERS; *OCCUPATIONAL CLUSTERS;
CLERICAL OCCUPATIONS; RESOURCE
MATERIALS; GRADE 11; GRADE 12
IDENTIFIERS - THE OREGON WAY

ABSTRACT - OREGON IS EMBARKING ON A
NEW APPROACH TO SECONDARY EDUCATION
AND THIS CLERICAL OCCUPATIONS
CURRICULUM GUIDE WAS PREPARED TO
ASSIST CURRICULUM SPECIALISTS IN
DEVELOPING INSTRUCTIONAL MATERIALS
FOR GRADE 11 AND 12 VOCATIONAL
PROGRAMS. DEVELOPED IN CONSULTATION
WITH REPRESENTATIVES OF INDUSTRY
AND EDUCATION, THE GUIDE MAKES USE
OF THE CLUSTER CONCEPT, MANPOWER
DATA, THE DICTIONARY OF
OCCUPATIONAL TITLES, BEHAVIORAL
OBJECTIVES, AND SUGGESTED LEARNING
ACTIVITIES. INCLUDED IN TABLE
FORMAT ARE INSTRUCTIONAL
SPECIFICATIONS FOR DEVELOPING ENTRY
LEVEL SKILLS IN: (1) TYPEWRITING,
(2) RECEPTIONING, (3) MAIL
HANDLING, (4) FILING, (5) MONEY
HANDLING, (6) RECORDKEEPING, (7)
BUSINESS AND OFFICE MACHINES, AND
(8) BUSINESS COMMUNICATIONS.

INCLUDED IN THE APPENDIX IS INFORMATION ON A MODEL OFFICE, JOB APPLICATION, EQUIPMENT NEEDS, AND STATE-ADOPTED TEXTBOOKS. (JS)

VT 014 760

CURRICULUM GUIDE FOR BUSINESS ARITHMETIC, BOOKKEEPING I, AND ADVANCED BOOKKEEPING.

JOHN DICKINSON HIGH SCHOOL, WILMINGTON, DEL.; THOMAS MCKEAN HIGH SCHOOL, WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800 LIMESTONE ROAD, WILMINGTON, DELAWARE 19804 (\$2.00)
PUB DATE - ND 43P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING GUIDES; *BUSINESS EDUCATION; *BUSINESS SUBJECTS; *BOOKKEEPING; *ARITHMETIC; BUSINESS SKILLS

ABSTRACT - A COOPERATIVE EFFORT OF TWO HIGH SCHOOLS, THIS GUIDE SUGGESTS TEACHING OUTLINES FOR THREE PHASES OF BUSINESS EDUCATION. THE BUSINESS ARITHMETIC SECTION PROVIDES GENERAL AND SPECIFIC OBJECTIVES, TEACHING TECHNIQUES, STUDENT ACTIVITIES, EVALUATION, AND REFERENCES FOR 13 INSTRUCTIONAL UNITS INCLUDING: (1) RECORDS, (2) BUYING PROBLEMS AND PERSONAL FINANCE, (3) COMMISSIONS, (4) BORROWING MONEY, (5) SAVINGS, LIFE INSURANCE, AND INVESTMENTS, (6) HOME EXPENDITURES, TRAVEL AND TRANSPORTATION, (7) TAXES, AND (8) SMALL BUSINESS AND RETAILER'S PROBLEMS. THE SECOND COURSE, BOOKKEEPING I, STRESSES THEORY AND APPLICATION OF THE BEST BOOKKEEPING PRINCIPLES IN THREE INSTRUCTIONAL UNITS ENTITLED: THE BOOKKEEPING CYCLE IN ITS SIMPLEST FORM, SPECIAL JOURNALS AND SUBSIDIARY LEDGERS, AND RECORDING SPECIAL BOOKKEEPING TRANSACTIONS. THE SECTION INCLUDES COURSE OBJECTIVES, AIMS, TEACHING METHODOLOGY, AND EVALUATION. THE ADVANCED BOOKKEEPING COURSE INCLUDES CHAPTERS ON SUCH TOPICS AS: (1) JOURNALIZING AND POSTING BUSINESS TRANSACTIONS, (2) DEPARTMENTAL RECORDS, (3) PAYROLL

RECORDS, (4) DEPRECIATION, (5) ACCRUED INCOME AND EXPENSES, (5) PARTNERSHIPS, AND (6) CORPORATIONS. GENERAL AND SPECIFIC OBJECTIVES, TEACHING TECHNIQUES, AND STUDENT ACTIVITIES ARE GIVEN FOR EACH CHAPTER, AND TEACHING METHODOLOGY AND EVALUATION ARE PROVIDED FOR THE ENTIRE COURSE. (AW)

VT 014 790

MONSON, DOROTHY B.
COURSE OF STUDY FOR OFFICE OCCUPATIONS.

EAST HIGH SCHOOL, SALT LAKE CITY, UTAH.
MF AVAILABLE IN VT-ERIC SET.
COORDINATOR, CAREER DEVELOPMENT PROGRAM SALT LAKE CITY BOARD OF EDUCATION, 440 EAST FIRST SOUTH, SALT LAKE CITY, UTAH 84111
PUB DATE - JUN70 122P.

DESCRIPTORS - CURRICULUM GUIDES; *TEACHING GUIDES; *OFFICE OCCUPATIONS EDUCATION; *COOPERATIVE EDUCATION; VOCATIONAL EDUCATION; SECONDARY GRADES; *OFFICE OCCUPATIONS; OFFICE PRACTICE; *BUSINESS SKILLS; BUSINESS SUBJECTS; BEHAVIORAL OBJECTIVES IDENTIFIERS - UTAH

ABSTRACT - PREPARED BY A HIGH SCHOOL INSTRUCTOR, THIS COURSE IS PART OF A 3-YEAR COOPERATIVE PILOT PROJECT DESIGNED TO INCREASE THE COMPREHENSIVENESS OF VOCATIONAL TRAINING IN LARGE UTAH HIGH SCHOOLS AND TO CORRELATE THIS TRAINING WITH GENERAL EDUCATION COURSES SUCH AS ENGLISH, MATHEMATICS AND SCIENCE. EACH OF THE 17 UNITS INCLUDES A GENERAL CURRICULAR OBJECTIVE AND ONE OR MORE MEASURABLE STUDENT BEHAVIORAL (INSTRUCTIONAL) OBJECTIVES, WITH THE INSTRUCTIONAL OBJECTIVES BROKEN DOWN, IN OUTLINE FORM, TO PROVIDE STUDENT LEARNING ACTIVITIES, LEARNING MATERIALS, TEACHER MANAGEMENT ACTIVITIES, EVALUATIVE PROCEDURES, AND ADDITIONAL ACTIVITIES. UNITS INCLUDE: (1) JOB ENTRY REQUIREMENTS IN REGION AND STATE, (2) TYPEWRITING PROFICIENCY ON ELECTRIC TYPEWRITERS, (3) SKILLS AND

ACTIVITIES IN TYPING BUSINESS FORMS AND COMMUNICATIONS, (14) PROFICIENCY IN TRANSCRIBING DICTATION FROM TRANSCRIBING MACHINES, (15) OPERATION OF BUSINESS MACHINES, (16) SKILLS AND ACTIVITIES IN DUPLICATING AND COPYING MACHINES, (17) FILING, (18) BUSINESS PAPERS AND RECORD KEEPING PROCEDURES, (19) PREPARING APPLICATION FORM AND EMPLOYMENT INTERVIEW, AND (10) SIMULATED OFFICE EXPERIENCE AND ON-THE-JOB OR COOPERATIVE EXPERIENCE. TEACHERS' CHECK SHEETS, AN INSTRUCTIONAL CALENDAR AND JOB ENTRY REQUIREMENTS ARE APPENDED. (AW)

VT 014 816

ORGANIZATION AND ADMINISTRATION OF ADULT VOCATIONAL BUSINESS EDUCATION PROGRAMS.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.

MF AVAILABLE IN VT-ERIC SET. PROGRAM SPECIALIST, BUSINESS EDUCATION, DEPARTMENT OF EDUCATION, BOX 911, HARRISBURG, PA 17126 (SINGLE COPIES FREE) PUB DATE - FEB 71 22P.

DESCRIPTORS - *BUSINESS EDUCATION; *ADULT VOCATIONAL EDUCATION; *GUIDELINES; *ADMINISTRATOR GUIDES; PROGRAM DEVELOPMENT; STENOGRAPHY; STUDENT CHARACTERISTICS; SECONDARY EDUCATION; *CURRICULUM DEVELOPMENT; AGE DIFFERENCES; COURSE ORGANIZATION; PROGRAM ADMINISTRATION IDENTIFIERS - PENNSYLVANIA

ABSTRACT - DEVELOPED THROUGH A STATE DEPARTMENT OF EDUCATION, THIS PUBLICATION PROVIDES GUIDELINES FOR THE ORGANIZATION AND ADMINISTRATION OF EFFECTIVE ADULT VOCATIONAL BUSINESS PROGRAMS. MAJOR SECTIONS OF THE PROGRAM GUIDE ARE DEVOTED TO: (1) VOCATIONAL EXTENSION EDUCATION, (2) ADULT VOCATIONAL BUSINESS EDUCATION, (3) INTENSIVE STENOGRAPHIC PROGRAM, (4) ESTABLISHING AN ADULT VOCATIONAL BUSINESS PROGRAM, AND (5) THE

CHARACTERISTICS OF THE ADULT LEARNER. POINTS INCLUDED IN THE GUIDELINES FOR ESTABLISHING ADULT PROGRAMS ARE: (1) KNOW YOUR COMMUNITY, (2) ASCERTAIN OTHER SOURCES OF ADULT EDUCATION, (3) UNDERTAKE A RATIONAL APPROACH TO INTRODUCING AN ADULT VOCATIONAL BUSINESS PROGRAM, AND (4) PROMOTE THE PROGRAM. (JS)

VT 014 817 ED 061 429
K-12 CAREER EDUCATION GUIDE.

LAKESHORE TECHNICAL INST., SHEBOYGAN, WIS. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. EDRS PRICE MF \$0.65 HC \$16.45. CEG-0-71-1027(361) LAKESHORE TECHNICAL INSTITUTE, 3811 MEMORIAL DRIVE, SHEBOYGAN, WISCONSIN 53081 (\$3.10) PUB DATE - ND 487P. PROCEEDINGS OF LAKESHORE TECHNICAL INSTITUTE DISTRICT 11 CAREER EDUCATION SUMMER WORKSHOP (1ST, SHEBOYGAN, WIS., JULY 12, 1971).

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; *CURRICULUM GUIDES; INSTITUTES (TRAINING PROGRAMS); *MODELS; *CONCEPTS; CAREER OPPORTUNITIES; *VOCATIONAL DEVELOPMENT; INTEGRATED CURRICULUM; KINDERGARTEN IDENTIFIERS - CAREER DEVELOPMENT; CAREER AWARENESS

ABSTRACT - DIRECTED TOWARD REFORMING THE SCOPE OF CAREER EDUCATION AND INITIATING AWARENESS AND ENTHUSIASM FOR CONTINUOUS CAREER EDUCATION OPPORTUNITIES FOR ALL STUDENTS IN GRADES K-12, THIS CURRICULUM GUIDE DESCRIBES THE 16 BASIC CAREER CONCEPTS AND 205 GENERAL OBJECTIVES TAKEN FROM THE WISCONSIN STATE CAREER CURRICULUM MODEL AND EVALUATED BY TEACHERS AND COUNSELORS AT THE FIRST LAKESHORE TECHNICAL INSTITUTE. GROUPED FIRST BY GRADE LEVEL (K-3, 4-6, 7-9, AND 10-12) AND THEN BY SUBJECT AREA (COMMUNICATIONS, MATH, SOCIAL STUDIES, AND VOCATIONAL EDUCATION),

BOTH GRADE LEVEL AND SUBJECT MATTER RATIONALES ARE DIVIDED INTO SEPARATE CONCEPTUAL PATTERNS TO BE INTRODUCED, DEVELOPED, AND EMPHASIZED. BEHAVIORAL OBJECTIVES, CLASSROOM ACTIVITIES, LISTS OF RESOURCES FOR ACTIVITIES, EVALUATION PROCEDURES, AND SUGGESTED CURRICULUM CONSIDERATIONS, WHICH WERE DEVELOPED BY INSTITUTE PARTICIPANTS, ACCOMPANY EACH CONCEPT. MODELS ILLUSTRATING THE SCOPE AND SEQUENCE OF THE 16 BASIC CAREER DEVELOPMENT CONCEPTS THROUGH GRADES K-12, THE THREE COMPONENTS OF CAREER DEVELOPMENT (SELF, WORK WORLD, AND CAREER PLANNING), AND VERTICAL AND HORIZONTAL EXPANSION OF THE CONCEPTS ARE INCLUDED. (AG/SB)

VT 014 822

CURRICULUM GUIDE FOR CLERICAL OFFICE PROCEDURES, SECONDARY SCHOOL LEVEL.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF
CHICAGO, 228 NORTH LASALLE STREET,
CHICAGO, ILLINOIS 60601 (42.00)
PUB DATE - 69 153P.

DESCRIPTORS - *CURRICULUM GUIDES;
*TEACHING GUIDES; *POTENTIAL
DROPOUTS; *OFFICE PRACTICE;
SECONDARY EDUCATION; *INSTRUCTIONAL
MATERIALS; TESTS; COMMUNICATION
SKILLS; TEACHING TECHNIQUES; OFFICE
OCCUPATIONS; CLERICAL OCCUPATIONS

ABSTRACT - DEVELOPED BY BUSINESS EDUCATORS FOR USE IN A HIGH SCHOOL OFFICE PRACTICE CLASS, THIS NINTH GRADE CURRICULUM GUIDE EMPHASIZES THE NEEDS OF THE POTENTIAL DROPOUT. DESIGNED TO BUILD BASIC SKILLS IN BUSINESS COMMUNICATIONS AND AN UNDERSTANDING OF THE VARIOUS KINDS OF OFFICES, THE GUIDE INCLUDES SECTIONS ON: (1) INTRODUCTION AND ORIENTATION, (2) PERSONAL QUALITIES, (3) OFFICE COMMUNICATION, (4) OFFICE JOBS CLASSIFIED ACCORDING TO SKILLS, AND (5) THE SUCCESSFUL OFFICE WORKERS. ALSO INCLUDED ARE OBJECTIVES, UNIT

ACTIVITIES, TEACHING SUGGESTIONS AND INSTRUCTIONAL MATERIALS ON SUCH TOPICS AS: (1) BUSINESS VOCABULARY, (2) EMPLOYMENT APPLICATION, (3) TIME CARD, (4) JOB DESCRIPTION, (5) BASIC FILING RULES, (6) DUTIES OF THE MAIL CLERK, AND (7) RECORD OF CALLERS. (JS)

VT 014 844

BEASLEY, GARY F. (COMP)
BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS OF EXEMPLARY PROJECTS ON CAREER EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR72 318P. PREPARED FOR THE USOE "COORDINATING CONFERENCE OF STATE-LEVEL AND LOCAL-LEVEL DIRECTORS OF VOCATIONAL EXEMPLARY PROJECTS" DEC 1971

DESCRIPTORS - *CAREER EDUCATION;
*BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *DEVELOPMENTAL PROGRAMS;
ELEMENTARY GRADES; SECONDARY GRADES; VOCATIONAL EDUCATION

ABSTRACT - THIS COMPILATION CONTAINS MATERIALS PREPARED BY STATE AND LOCAL DIRECTORS OF 20 VOCATIONAL EXEMPLARY PROJECTS AND REPRESENTS CURRICULUM AND INSTRUCTIONAL MATERIALS BEING USED IN THE EXEMPLARY PROJECTS. BRIEF DESCRIPTIONS OF LOCALLY AND COMMERCIALY-PRODUCED MATERIALS ON A NUMBER OF CAREER EDUCATION TOPICS FOR VARIOUS GRADE LEVELS ARE INCLUDED. (SB)

VT 014 872 ED 059 407

MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 1.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.

OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
EDRS PRICE MF-\$67.76 HC NOT
AVAILABLE FROM EDRS.
PUB DATE - 72 21535

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATORS); CLEARINGHOUSES; *MICROFICHE; DOCUMENTATION; INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN VOLUME 5, NUMBER 1 (VT 014 871) OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) ARE INCLUDED IN THIS MICROFICHE SET. THE MICROFICHE SET IS ARRANGED IN THE FOLLOWING SEQUENCE: (1) A VOCATIONAL TECHNICAL (VT) NUMBER INDEX TO DOCUMENTS IN THE MICROFICHE COLLECTION, (2) THE SUBJECT AND AUTHOR INDEXES FROM AIM, AND (3) THE FULL TEXT OF DOCUMENTS LISTED IN THE VT NUMBER INDEX. THE TEXTS ARE FILMED CONTINUOUSLY IN VT NUMBER SEQUENCE. (CD)

VT 014 894
HANDBOOK FOR ADMINISTRATORS AND COORDINATORS OF COOPERATIVE VOCATIONAL EDUCATION.

WEST VIRGINIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HUNTINGTON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 139P.

DESCRIPTORS - *ADMINISTRATOR GUIDES; *COOPERATIVE EDUCATION; *VOCATIONAL EDUCATION; *PROGRAM PLANNING; *COOPERATIVE PROGRAMS; SECONDARY GRADES; MANUALS; PROGRAM GUIDES; ADVISORY COMMITTEES

ABSTRACT - THIS HANDBOOK WAS PREPARED TO AID SCHOOL ADMINISTRATORS AND TEACHER-COORDINATORS IN THE PLANNING AND OPERATION OF COOPERATIVE VOCATIONAL EDUCATION PROGRAM. CONTENTS PROVIDE GENERAL INFORMATION ON COOPERATIVE VOCATIONAL EDUCATION, FOLLOWED BY: (1) PLANNING ACTIVITIES SUCH AS

STUDENT AND COMMUNITY SURVEYS, (2) COORDINATION ACTIVITIES, INCLUDING UTILIZATION OF THE ADVISORY COMMITTEE, ORGANIZING TRAINING STATIONS, DEVELOPING TRAINING AGREEMENTS AND TRAINING PLANS, SELECTING AND SCHEDULING STUDENTS, AND EVALUATION, (3) DEVELOPMENT OF RELATED INSTRUCTION, (4) LEGAL ASPECTS, (5) SELECTED REFERENCES, AND (6) A GLOSSARY OF TERMS. SUGGESTED FORMS, A COORDINATION PLAN, AND A SECTION OF THE STATE PLAN FOR VOCATIONAL EDUCATION ARE APPENDED. (AW)

VT 014 895 ED 060 220
CONSUMER EDUCATION: USING THE FULL TEAM.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (\$25)
PUB DATE - 68 41P.

DESCRIPTORS - *CONSUMER EDUCATION; VOCATIONAL EDUCATION; SCIENCE EDUCATION; MATHEMATICS EDUCATION; ENGLISH EDUCATION; SOCIAL STUDIES; ADULT EDUCATION; *TEACHING GUIDES; *PROGRAM PLANNING; TEAM TEACHING; *TEAMWORK; *INTERDISCIPLINARY APPROACH; INTEGRATED ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS SUGGESTIONS FROM SPECIALISTS IN A NUMBER OF DISCIPLINES FOR USE IN INITIATING A TEACHING TEAM APPROACH IN CONSUMER EDUCATION. FOLLOWING AN OVERVIEW OF CONSUMER EDUCATION, THE CONTRIBUTIONS OF THESE DISCIPLINES TO CONSUMER EDUCATION ARE DISCUSSED: (1) AGRICULTURE, (2) ART, (3) BUSINESS EDUCATION, (4) CONTINUING EDUCATION, (5) DISTRIBUTIVE EDUCATION, (6) ENGLISH, (7) HEALTH, (8) HOME ECONOMICS, (9) INDUSTRIAL ARTS, (10) MATHEMATICS, (11) SCIENCE, AND (12) SOCIAL STUDIES. A RELATED DOCUMENT ON CONSUMER EDUCATION MATERIALS IS AVAILABLE AS ED 022 044 (VT 005 649, AIM SUMMER 1969).

(SB)

VT 014 900

FIELDS, EDDIE, AND OTHERS
A DEVELOPMENTAL RESOURCE UNIT IN
ECONOMICS FOR BUSINESS EDUCATION.
BUSINESS-ECONOMIC EDUCATION
CURRICULUM DEVELOPMENT WRITING
PROJECT, 1971.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM,
OKLA.

MF AVAILABLE IN VT-ERIC SET.
OKLAHOMA CITY PUBLIC SCHOOLS,
INSTRUCTIONAL MEDIA DEPARTMENT,
ROOM 400-900 N. KLEIN, OKLAHOMA
CITY, OKLAHOMA 73106 (\$1.00 PLUS
POSTAGE)

PUB DATE - 71 51P.

DESCRIPTORS - *TEACHING GUIDES;
*BUSINESS EDUCATION; *BOOKKEEPING;
*ECONOMICS; *INSTRUCTIONAL
MATERIALS; UNIT PLAN;
TRANSPARENCILS; SECONDARY GRADES

ABSTRACT - DEVELOPED BY BUSINESS
EDUCATION TEACHERS, THIS GUIDE IS
DESIGNED PRIMARILY TO AID IN
INTRODUCING BASIC ECONOMIC CONCEPTS
INTO THE TEACHING OF BOOKKEEPING.
THE TEACHING GUIDE PORTION COVERS
SIX BASIC ECONOMIC TOPICS, WITH
EACH TOPICAL OUTLINE PRESENTING:
(1) AN INTRODUCTORY PARAGRAPH, (2)
BASIC ECONOMIC IDEA, (3) RELATED
ECONOMIC IDEAS, (4) A STUDENT
PERFORMANCE OBJECTIVE FOR EACH
RELATED ECONOMIC IDEA, (5)
SUGGESTED ACTIVITIES FOR EACH
RELATED ECONOMIC IDEA, AND (6)
SUGGESTED EVALUATIVE PROCEDURES FOR
EACH BASIC IDEA. TOPICS INCLUDE:
(1) OUR MARKET ECONOMY, (2) MARKETS
AND PRICES, (3) MONEY AND BANKING,
(4) AUTOMATION, (5) TAXES AND
GOVERNMENT SPENDING, AND (6) SAVING
AND INVESTMENT. A BIBLIOGRAPHY OF
BOOKS, PAMPHLETS, FILMS, AND
FILMSTRIPS IS APPENDED, AS WELL AS
A SECTION OF PAGES SUGGESTED AS
DITTO MASTERS OR TRANSPARENCY
MASTERS, KEYED TO THE TEACHING
UNITS. (AW)

VT 014 906

PLINE, NANCY
TYPEWRITING, STUDENT MANUAL.

ROCHESTER CITY SCHOOL DISTRICT,
N.Y. DEPT. OF TELEVISED
INSTRUCTION.; NEW YORK STATE
EDUCATION DEPT., ALBANY. BUREAU OF
MASS COMMUNICATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 135P.

DESCRIPTORS - *STUDY GUIDES;
*TYPEWRITING; OFFICE OCCUPATIONS
EDUCATION; *BUSINESS SKILLS;
*TYPISTS; BUSINESS SUBJECTS;
BUSINESS EDUCATION; *TELEVISED
INSTRUCTION

ABSTRACT - INTENDED FOR USE IN
CONJUNCTION WITH THE TELEVISED
INSTRUCTION SERIES OF THE ROCHESTER
CITY SCHOOL DISTRICT, THIS STUDENT
MANUAL PROVIDES 42 LESSONS AIMED AT
HELPING BEGINNING STUDENTS GAIN A
USEFUL TYPEWRITING SKILL. ONCE
STUDENTS HAVE GAINED FAMILIARITY
WITH THE OPERATION OF THE
TYPEWRITER, AND LOCATION OF
KEYBOARD LETTERS, NUMBERS, AND
SYMBOLS, THEY WILL BE INTRODUCED TO
MANY OF THE TOPICS THROUGH
TELEVISED LESSONS, AFTER WHICH THEY
WILL CONTINUE TO STUDY THE TOPIC
THROUGH USE OF THE EXERCISES
CONTAINED IN THIS MANUAL. SOME OF
THE TOPICS INCLUDED ARE: (1)
HORIZONTAL AND VERTICAL CENTERING,
(2) OUTLINES, (3) POSTCARDS, (4)
PROOFREADING MARKS, (5) PERSONAL
AND BUSINESS LETTERS, (6)
ENVELOPES, (7) CARBON COPIES, (8)
TYPING BUSINESS FORMS, (9)
MANUSCRIPT TYPING, (10) ERASING AND
CORRECTING ERRORS, AND (11)
CLEANING THE TYPEWRITER AND
CHANGING THE RIBBON. SUGGESTIONS
FOR USING THE MANUAL ARE PROVIDED,
AND A REFERENCE GUIDE FOR BUSINESS
LETTERS AND TABULATION AND
MANUSCRIPT REFERENCE SHEETS ARE
ALSO INCLUDED. (AW)

VT 014 912

BARLOW, MIKE, AND OTHERS
A DEVELOPMENTAL RESOURCE UNIT IN
ECONOMICS FOR BUSINESS EDUCATION--
GENERAL BUSINESS. BUSINESS-ECONOMIC
EDUCATION CURRICULUM DEVELOPMENT
WRITING PROJECT, 1971.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM,
OKLA.

MF AVAILABLE IN VT-ERIC SET.
OKLAHOMA CITY PUBLIC SCHOOLS,
INSTRUCTIONAL MEDIA DEPARTMENT,
ROOM 400-900 N. KLEIN, OKLAHOMA
CITY, OKLAHOMA 73106 (\$1.10 PLUS
POSTAGE PREPAID)
PUB DATE - 71 92P.

DESCRIPTORS - *BUSINESS EDUCATION;
CONCEPT TEACHING; *CURRICULUM
GUIDES; *ECONOMICS; CURRICULUM
DEVELOPMENT; *RESOURCE MATERIALS;
*INTEGRATED ACTIVITIES; STUDENT
EVALUATION; TEACHING TECHNIQUES;
BUSINESS; TEACHING GUIDES

ABSTRACT - RESULTING FROM THE
CURRICULUM DEVELOPMENT WRITING
PROJECT, THIS CURRICULUM GUIDE WAS
PREPARED TO HELP TEACHERS INTEGRATE
ECONOMIC CONCEPTS INTO THE TEACHING
OF GENERAL BUSINESS AND TO
SUPPLEMENT THE GENERAL TEXTBOOKS
PRESENTLY BEING USED. EACH SECTION
CONTAINS A RESOURCE LISTING OF
FILMS, FILMSTRIPS, BOOKS,
PAMPHLETS, AND TRANSPARENCY MASTERS
AND IS ARRANGED WITH CLASSROOM
ACTIVITIES, EVALUATION, AND
REFERENCES SO THAT SECTIONS CAN BE
TAUGHT AS INDIVIDUAL UNITS. TOPICS
COVERED INCLUDE: (1) THE BASIC
ECONOMIC PROBLEM, (2) THE U.S.
MARKET ECONOMY, (3) COMPETITION,
(4) GROSS NATIONAL PRODUCT, (5) THE
BUSINESS CYCLE, (6) MONEY AND
BANKING, (7) LABOR, (8) INSURANCE,
(9) PROBLEMS OF A GROWING ECONOMY,
(10) ECONOMIC CONDITIONS IN THE
LOCAL COMMUNITY. (JS)

VT 014 970
BUSINESS ARITHMETIC 1 AND 2.

FORT WORTH PUBLIC SCHOOLS, TEX.
MF AVAILABLE IN VT-ERIC SET.
CURRIC-BULL-504.1
DEPT. OF CURRICULUM, FT. WORTH
PUBLIC SCHOOLS, 3210 W. LANCASTER,
FT. WORTH, TEXAS 76107 (\$2.50)
PUB DATE - 70 61P.

DESCRIPTORS - *CURRICULUM GUIDES;
*TEACHING GUIDES; *BUSINESS
EDUCATION; BUSINESS SKILLS;
*ARITHMETIC; *MATHEMATICS

CURRICULUM; MATHEMATICS
INSTRUCTION; SECONDARY GRADES;
MATHEMATICS

ABSTRACT - PREPARED BY THE
DEPARTMENT OF CURRICULUM OF THE
FORT WORTH PUBLIC SCHOOLS AND BASED
UPON THE CLASSROOM EXPERIENCES OF
SKILLED TEACHERS, THIS GUIDE IS
STRUCTURED TO PROVIDE HIGH SCHOOL
BUSINESS EDUCATION TEACHERS WITH A
CURRICULUM PLAN FOR BUSINESS
ARITHMETIC THAT IS FLEXIBLE ENOUGH
TO MEET THE NEEDS OF DIFFERENT
SCHOOLS THROUGHOUT THE CITY, AS
WELL AS TO STANDARDIZE INSTRUCTION
PRACTICES. THE GUIDE INCLUDES
PROVISIONS FOR A 1-SEMESTER OR A 2-
SEMESTER COURSE, AS WELL AS
ACTIVITIES PLANNED FOR BASIC
STUDENTS, REGULAR STUDENTS, OR
MIXED ABILITY GROUPS, AND IT
PROVIDES MANY SPECIFIC TEACHING
SUGGESTIONS THAT SHOULD BE
ESPECIALLY HELPFUL TO THE BEGINNING
TEACHER. SUGGESTED TEACHING TOPICS
INCLUDE: (1) PERSONAL RECORDS, (2)
BUYING PROBLEMS, (3) PERSONAL
FINANCE, (4) BORROWING MONEY, (5)
TRAVEL AND TRANSPORTATION, (6)
TAXES, (7) RETAILER'S BUYING AND
SELLING PROBLEMS, (8) PROBLEMS OF
THE WHOLESALER, THE MANUFACTURER,
AND OF BUSINESS OWNERSHIP, (9)
AGRICULTURE AND PETROLEUM
INDUSTRIES, AND (10) NUMERATION
SYSTEMS AND PROBABILITY. THE GUIDE
PROVIDES NUMEROUS REFERENCE AND
SUPPLEMENTARY MATERIALS. (AW)

VT 014 985
DAVIS, BOB;PELLANT, WILLIAM
INSTRUCTIONAL MATERIALS FOR CAREER
EDUCATION AND OCCUPATIONAL AND
PERSONAL GUIDANCE.

OREGON UNIV., EUGENE. NORTHWEST
REGIONAL SPECIAL EDUCATION
INSTRUCTIONAL MATERIALS CENTER.
BUREAU OF EDUCATION FOR THE
HANDICAPPED (DHEW/OE), WASHINGTON,
D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 42P.

DESCRIPTORS - *CAREER EDUCATION;
*INSTRUCTIONAL MATERIALS;
*ANNOTATED BIBLIOGRAPHIES;

*EDUCATIONAL RESOURCES; *SPECIAL EDUCATION; VOCATIONAL EDUCATION; SECONDARY GRADES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY CONTAINS MATERIALS SELECTED TO PROVIDE TEACHERS OF SECONDARY LEVEL SPECIAL EDUCATION STUDENTS WITH A COMPREHENSIVE COLLECTION OF CURRENT INSTRUCTIONAL MATERIALS REVIEWED FOR THEIR APPROPRIATENESS TO CAREER EDUCATION FOR PREVOCATIONAL AND VOCATIONAL SPECIAL EDUCATION STUDENTS. MATERIALS ARE INCLUDED FOR THESE INSTRUCTIONAL AREAS: (1) VOCATIONAL GUIDANCE, (2) CONSUMER EDUCATION, (3) DRIVER EDUCATION, (4) BANKING AND BUDGETING, (5) PERSONAL GUIDANCE, AND (6) READING AND MATH. INFORMATION CONTAINED IN EACH ENTRY INCLUDES THE TITLE, AUTHOR, ACCESSION NUMBER, PUBLISHER, DATE OF PUBLICATION, PRICE, APPROXIMATE READING LEVEL, FORMAT, AND PUBLISHER'S DESCRIPTION. A LISTING OF PUBLISHERS' ADDRESSES IS PROVIDED. (SB)

VT 014 991 ED 062 519
FOR THOSE DEVELOPING WORLD OF WORK
RESOURCE UNITS FOR ELEMENTARY
SCHOOL TEACHERS.

NORTHERN ILLINOIS UNIV., DE KALB.
ILLINOIS STATE BOARD OF VOCATIONAL
EDUCATION AND REHABILITATION,
SPRINGFIELD. VOCATIONAL AND
TECHNICAL EDUCATION DIV.
EDRS PRICE MF-\$0.65 HC-\$6.58.
PUB DATE - ND 16GP.

DESCRIPTORS - *CURRICULUM
DEVELOPMENT; *CAREER EDUCATION;
VOCATIONAL EDUCATION; LEARNING
ACTIVITIES; *RESOURCE GUIDES;
*RESOURCE MATERIALS; INSTRUCTIONAL
MATERIALS; OCCUPATIONAL
INFORMATION; BEHAVIORAL OBJECTIVES;
PROGRAM DEVELOPMENT; *DEVELOPMENTAL
PROGRAMS; ELEMENTARY GRADES;
SERVICES; CLASS ACTIVITIES;
INDUSTRY
IDENTIFIERS - CAREER AWARENESS;
*WORLD OF WORK; AUTHENTIC BASIC
LIFE CENTERED EDUCATION MODEL; ABLE
MODEL PROGRAM

ABSTRACT - THIS PACKAGE OF PRACTICAL IDEAS COLLECTED BY THE AUTHENTIC BASIC LIFE-CENTERED EDUCATION (ABLE) MODEL PROGRAM SHOULD BE USEFUL FOR TEACHERS AND ADMINISTRATORS WHO ARE REVISING CURRICULUMS AND WRITING CURRICULUM GUIDES FOR THE ELEMENTARY AND INTERMEDIATE LEVEL. SUGGESTED UNITS ARE BASED ON AN "ORGANIZING CENTER CONCEPT" SUCH AS BANKING, BAKING, AND THE TELEPHONE BUSINESS, AND DIVIDED INTO GROUPINGS OF: (1) RESOURCES (ACCESSIBILITY)--WHAT TOOLS, MATERIALS, AND HUMAN TALENT CAN BE USED TO MAKE A UNIT ACCESSIBLE TO THE CHILD, (2) CONTENT (MOBILITY)--HOW CAN THE SUBJECT MATERIAL PULL TOGETHER NEW RELATIONSHIPS FROM PAST STUDIES, OR ENABLE CHILDREN TO ENCOUNTER THE FUNDAMENTAL ACTIVITIES OF THE COMMUNITY, THEIR RELIGION, THEIR CULTURE, AND (3) PERFORMANCE (ACCOMPLISHMENT)--HOW CAN THE CHILD EXPRESS HIMSELF, USE DIFFERENT RESOURCES, AND SHOW OTHERS WHAT HE HAS LEARNED. MATERIALS HAVE BEEN TESTED, EVALUATED, AND REVISED IN A VARIETY OF CLASSROOM SETTINGS. OTHER MATERIALS PROVIDE INFORMATION ON (1) INTERVIEWING, (2) FIELD TRIPS, (3) STAFF DEVELOPMENT ACTIVITIES, (4) CAREER LATTICES, AND (5) 70 SUGGESTED CLASSROOM ACTIVITIES FOR OCCUPATIONAL EXPLORATION. OBJECTIVES ARE CLEARLY STATED AND ACTIVITIES STRESS USE OF ALL RESOURCES, SUCH AS ROLE-PLAYING, FIELD TRIPS, AND COMMUNITY RESOURCES. (JS)

VT 015 006
MAGISOS, JOEL H.; MCCracken, J. DAVID
HOW TO SET UP A LOCAL INFORMATION
SYSTEM.

OHIO STATE UNIV., COLUMBUS. CENTER
FOR VOCATIONAL AND TECHNICAL
EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 6DEC71
22P. PRESENTATION TO THE NATIONAL
COUNCIL OF LOCAL ADMINISTRATORS AT
THE AMERICAN VOCATIONAL ASSOCIATION
CONVENTION (PORTLAND, OREGON,
DECEMBER 6, 1971).

DISCRIPTORS - *VOCATIONAL
EDUCATION; *INFORMATION SYSTEMS;
SPEECHES; *INFORMATION SERVICES;
*PROGRAM DEVELOPMENT; PROBLEM
SOLVING; EDUCATIONAL RESOURCES;
COSTS; *GUIDELINES

IDENTIFIERS - LOCAL INFORMATION
SYSTEMS

ABSTRACT - INCLUDED IN THIS
DOCUMENT ARE TWO RELATED SPEECHES
ON THE USES, FEATURES, AND
DEVELOPMENT OF A LOCAL INFORMATION
SYSTEM. THE FIRST SPEECH ADDRESSES
THREE QUESTIONS: (1) WHAT IS AN
INFORMATION SYSTEM? (2) WHAT CAN BE
EXPECTED OF AN INFORMATION SYSTEM?
AND (3) WHEN WOULD ONE USE AN
INFORMATION SYSTEM? THE SECOND
SPEECH INCLUDES A DISCUSSION OF
INFORMATION SYSTEMS IN TERMS OF
MISSION, SCOPE AND OBJECTIVES,
INFORMATION RESOURCES, EQUIPMENT
AND STAFFING, COMPONENTS AND COSTS,
AND EDUCATION OF USERS. POINTS OF
SUMMARY COVERED IN THE SPEECHES
INCLUDE: (1) LOCAL INFORMATION
SYSTEMS SHOULD BE LINKED TO A
DOCUMENT-BASED, USER-ORIENTED
INFORMATION SYSTEM THAT WILL
PROVIDE ACCESS TO VAST RESOURCES
ALREADY AVAILABLE, AND (2) LOCAL
ADMINISTRATORS SHOULD REFER TO THE
"GUIDE FOR A STATE VOCATIONAL-
TECHNICAL EDUCATION DISSEMINATION
SYSTEM" IN THEIR EFFORTS TO DEVELOP
A LOCAL INFORMATION SYSTEM (ED 048
503 OR VT 012 862, ARM FALL 1971).
(JS)

VT 015 016 ED 061 453
BOBBITT, FRANK; LETWIN, LINDA
TECHNIQUES FOR TEACHING
DISADVANTAGED YOUTH IN VOCATIONAL
EDUCATION.

MICHIGAN STATE UNIV., EAST LANSING.
RURAL MANPOWER CENTER.
EDRS PRICE MF-\$0.65 HC-\$6.58.
SPEC-PAP-14
PUB DATE - DEC 71 106P.

DISCRIPTORS - *VOCATIONAL
EDUCATION; *TEACHING METHODS;
*DISADVANTAGED YOUTH; TEACHER
ATTITUDES; SECONDARY GRADES;
COUNSELING; STUDENT MOTIVATION;

CURRICULUM DEVELOPMENT; PROGRAM
EVALUATION; *EDUCATIONAL NEEDS;
REFERENCE MATERIALS; *RESOURCE
MATERIALS; EDUCATIONAL PROBLEMS;
VOCATIONAL EDUCATION TEACHERS;
TEACHING TECHNIQUES

ABSTRACT - DEVELOPED THROUGH A
COLLEGE CURRICULUM DEPARTMENT, THIS
PUBLICATION PROVIDES VOCATIONAL
TEACHERS WITH A PRACTICAL REFERENCE
ON PROBLEMS RELATING TO EDUCATING
DISADVANTAGED STUDENTS. THE
UNDERLYING THEME IS THAT THE
TEACHER IS THE MAJOR FACTOR IN THE
SUCCESS OF ANY PROGRAM FOR THE
DISADVANTAGED. SEVERAL ASPECTS OF
THE PROBLEM ARE CONSIDERED,
INCLUDING: (1) IDENTIFICATION OF
THE DISADVANTAGED AND THEIR NEEDS,
(2) MOTIVATION, (3) TEACHER STUDENT
RELATIONSHIP, (4) COUNSELING, (5)
GROUPING DISADVANTAGED STUDENTS,
(6) CURRICULUM, (7) TEACHING
METHODS, (8) PROGRAM EVALUATION,
AND (9) AVAILABLE FEDERAL
RESOURCES. (BH)

VT 015 043
BUSINESS AND OFFICE EDUCATION
RESOURCE SUPPLEMENT TO THE CONSUMER
EDUCATION CURRICULUM GUIDE FOR
OHIO.

OHIO STATE DEPT. OF EDUCATION,
COLUMBUS. DIV. OF VOCATIONAL
EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY,
TRADE AND INDUSTRIAL EDUCATION, THE
OHIO STATE UNIVERSITY, 1885 NEIL
AVENUE, COLUMBUS, OHIO 43210 (\$2.40
PLUS POSTAGE)
PUB DATE - 71 64P.

DISCRIPTORS - CURRICULUM GUIDES;
*RESOURCE GUIDES; *TEACHING GUIDES;
*BUSINESS EDUCATION; *OFFICE
OCCUPATIONS EDUCATION; *CONSUMER
EDUCATION; SECONDARY GRADES;
CONSUMER ECONOMICS; BIBLIOGRAPHIES;
LEARNING ACTIVITIES; EVALUATION
TECHNIQUES

ABSTRACT - DEVELOPED BY BUSINESS
EDUCATION TEACHERS WITH THE AID OF
STATE BUSINESS EDUCATION STAFF,
THIS SUPPLEMENT TO VT 012 356 (AIM

SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL BUSINESS EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS AND BUSINESS SUBJECT AREA. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF TEACHER REFERENCES, BOOKS, PAMPHLETS, PRACTICE SETS, FILMS, FILMSTRIPS, AND BULLETIN BOARD MATERIALS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 054

DELAWARE GLOSSARY OF TERMS FOR OCCUPATIONAL-VOCATIONAL EDUCATION.

DELAWARE STATE COLL., DOVER. DEPT. OF DISTRIBUTIVE EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 14P.

DESCRIPTORS - *GLOSSARIES;
*VOCABULARY; *VOCATIONAL EDUCATION;
*CAREER EDUCATION; *COMMUNICATION (THOUGHT TRANSFER); DEFINITIONS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION INTERNS UNDER THE DIRECTION OF A TEACHER-EDUCATOR, THIS GLOSSARY OF TERMS IS DESIGNED TO PROVIDE A COMMON GROUND FOR COMMUNICATION IN OCCUPATIONAL-VOCATIONAL EDUCATION BY STANDARDIZING TERMINOLOGY IN LOCAL AND STATE INSTRUCTIONAL PROGRAMS. THE PUBLICATION CONSISTS OF MORE THAN 70 TERMS COMMON TO OCCUPATIONAL-VOCATIONAL EDUCATION, ARRANGED ALPHABETICALLY, WITH EACH

TERM UNDERLINED FOR CLARITY. (AW)

VT 015 077

OCCUPATIONAL CLUSTERS. EXEMPLARY PROGRAM IN CAREER EDUCATION.

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT, IOWA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01FEB72 58P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *OCCUPATIONAL CLUSTERS; *CLUSTER GROUPINGS; *CAREER EDUCATION; *DEVELOPMENTAL PROGRAMS IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS COLLECTION OF 15 OCCUPATIONAL CLUSTERS WAS DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF THE POTTAWATTAMIE COUNTY'S EXEMPLARY PROGRAM IN CAREER EDUCATION AND THE COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT. A SCHEMATIC OUTLINE OF THE EXEMPLARY PROJECT IS FOLLOWED BY A BREAKDOWN OF EACH OF THE 15 CLUSTERS INTO SPECIFIC FUNCTIONS OR OCCUPATIONS. CLUSTERS INCLUDE: (1) TRANSPORTATION, (2) FINE ARTS AND HUMANITIES, (3) COMMUNICATION AND MEDIA, (4) PERSONAL SERVICES OCCUPATIONS, (5) CONSTRUCTION, (6) HOSPITALITY AND RECREATION, (7) HEALTH OCCUPATIONS, (8) MARINE SCIENCE OCCUPATIONS, (9) CONSUMER AND HOMEMAKING, (10) AGRIBUSINESS AND NATURAL RESOURCES, (11) ENVIRONMENT, (12) PUBLIC SERVICE, (13) BUSINESS AND OFFICE, (14) MANUFACTURING, AND (15) MARKETING AND DISTRIBUTION. (AW)

VT 015 096

388 CIVIL SERVICE PREPARATION. TENTATIVE COURSE OUTLINE.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-N-41
PUB DATE - 69 6P. PAES
COLLECTION; 1969 REVISION

DESCRIPTORS - *REVIEW (REEXAMINATION); *CAREER EDUCATION; *ADULT VOCATIONAL EDUCATION;

*EXPERIMENTAL CURRICULUM; *NATIONAL COMPETENCY TESTS; GUIDES; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; JOB APPLICANTS; LANGUAGE SKILLS; ARITHMETIC; OCCUPATIONAL GUIDANCE
IDENTIFIERS - EMPLOYMENT SKILLS;
*CIVIL SERVICE TESTS

ABSTRACT - THIS TENTATIVE COURSE OUTLINE FOR FIVE-SEMESTER ADULT EDUCATION COURSE IN CIVIL SERVICE PREPARATION CONTAINS A 1-PAGE INTRODUCTION, A BRIEF EXPLANATION OF COURSE OUTLINE CLASSIFICATIONS WHICH ASKS FOR TEACHER AND ADMINISTRATOR SUGGESTIONS, AND A 3-PAGE OUTLINE WITH EIGHT HEADINGS. "ORIENTATION," THE FIRST HEADING, OUTLINES BRIEFLY POINTS TO INCLUDE ABOUT CIVIL SERVICE EMPLOYMENT IN THE COURSE. THE NEXT FIVE HEADINGS COVER BASIC KNOWLEDGE NECESSARY FOR CIVIL SERVICE TESTS, SUCH AS ARITHMETIC, ENGLISH, AND OFFICE SKILLS. THE SEVENTH HEADING LISTS 13 TYPES OF APTITUDE TESTING FOUND ON CIVIL SERVICE EXAMINATIONS, AND THE FINAL HEADING, "JOB ORIENTATION," OUTLINES PROCEDURES FOLLOWED BEFORE TAKING A CIVIL SERVICE POSITION. (AG)

VT 015 115

BASIC EMPLOYMENT INFORMATION. A HANDBOOK FOR STUDENTS IN OCCUPATIONAL PREPARATION CLASSES. SENIOR HIGH SCHOOL EDITION.

LOS ANGELES CITY SCHOOLS, CALIF.
DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.
PUB-SC-629; CVTE-N-134
PUB DATE - 69 118P. PAES
COLLECTION; 1969 REVISION

DESCRIPTORS - *OCCUPATIONAL GUIDANCE; *CAREER EDUCATION; EMPLOYMENT OPPORTUNITIES; GRADE 10; GRADE 11; GRADE 12; *INSTRUCTIONAL MATERIALS; LABOR UNIONS; RESOURCE MATERIALS; LABOR LAWS; POST SECONDARY EDUCATION; EMPLOYEE ATTITUDES; EMPLOYMENT INTERVIEWS; *EMPLOYMENT SERVICES; JOB APPLICATION; VOCATIONAL EDUCATION; FEDERAL PROGRAMS; *CONSUMER

ECONOMICS; OCCUPATIONAL INFORMATION; BUDGETS; FAMILY LIFE EDUCATION; FRINGE BENEFITS; VISUAL AIDS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - REVIEWED BY AN ADVISORY COMMITTEE OF SECONDARY SCHOOL TEACHERS AND SUPERVISORS AND SUPERVISORS OF THE INSTRUCTIONAL PLANNING AND SERVICES DIVISION, THIS SET OF SPIRAL BOUND STUDENT STUDY SHEETS FOR USE IN SENIOR HIGH OCCUPATIONAL EDUCATION CLASSES INCLUDES SUGGESTIONS FOR TEACHER AND STUDENT USE OF THE HANDBOOK, INTRODUCTORY ADVICE TO THE STUDENT ABOUT OCCUPATIONAL TRAINING, AND EIGHT UNITS OF STUDY. INFORMATION ABOUT FEDERAL AND STATE EMPLOYMENT LAWS AND PROGRAMS DIRECTLY AFFECTING EMPLOYEES, OTHER RELATED ASPECTS OF THE ECONOMY, AND A FINAL 24-PAGE REFERENCE LIST OF POST-SECONDARY VOCATIONAL COURSES OFFERED IN LOS ANGELES CITY SCHOOLS MAKE UP THE HANDBOOK. AIMED AT MAKING THE SCHOOL-TO-WORK TRANSITION EASIER, THIS STUDENT MANUAL INCLUDES SPECIFIC INFORMATION ON LABOR UNIONS AND MANAGEMENT, FAMILY BUDGETS AND CREDIT BUYING, AND SELF-ANALYSIS AS AN ASSET IN SUCCESSFUL VOCATIONAL PLANNING. A DETAILED SET OF INSTRUCTIONS ABOUT OBTAINING AND KEEPING A JOB ARE A PART OF THE FIRST STUDY UNIT. VARIOUS CHARTS, TABLES, AND SAMPLES OF EMPLOYMENT-RELATED MATERIAL ILLUSTRATE THE STUDY GUIDE. (AG)

VT 015 134

WOOD, SANDY
INSURANCE.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.

MF AVAILABLE IN VT-ERIC SET.
CVTE-T-89
PUB DATE - ND 53P. PAES
COLLECTION

DESCRIPTORS - *EDUCATIONAL OBJECTIVES; *LESSON PLANS; *SECONDARY GRADES; *CURRICULUM GUIDES; *INSURANCE PROGRAMS;

EDUCATIONAL FINANCE; HEALTH INSURANCE; VISUAL AIDS; EDUCATIONAL RADIO; ACHIEVEMENT TESTS; RESOURCE MATERIALS; ANSWER KEYS; STUDENT DEVELOPED MATERIALS; INSTRUCTIONAL MATERIALS; TEACHING PROCEDURES IDENTIFIERS - ATTITUDES APPRECIATIONS; ECONOMIC AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR A JUNIOR HIGH SCHOOL COURSE ON INSURANCE, WRITTEN BY A JUNIOR HIGH TEACHER, INTENDS TO DEVELOP APPRECIATION OF THE VALUE OF LIFE AND HEALTH INSURANCE, AS WELL AS SOCIAL SECURITY BENEFITS AND OTHER TYPES OF INSURANCE. UNIT GOALS AND OBJECTIVES PRECEDE THE 23 DAILY LESSON OUTLINES, WHICH GIVE TEACHING PROCEDURES. SUPPLEMENTARY MATERIALS INCLUDE A SAMPLE INSURANCE CLAIM AND POLICY FOR A STUDENT-DEVELOPED INSURANCE COMPANY, IN ADDITION TO A TEST WITH AN ANSWER KEY AND A QUIZ. WORKSHEETS, TRANSPARENCIES, A CROSSWORD PUZZLE, AND A RADIO BROADCAST SCRIPT ENRICH THE UNIT. (AG)

VT 015 141
WOOD, SANDY
BANKING AND MONEY.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 130P.PAES COLLECTION

DESCRIPTORS - *RESOURCE UNITS; GRADE 7; GRADE 8; GRADE 9; *SECONDARY GRADES; WORKSHEETS; GROUP TESTS; *BANKING; *FINANCIAL SERVICES; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; *CAREER EDUCATION; ECONOMIC EDUCATION; TEACHING PROCEDURES; EVALUATION TECHNIQUES; RESOURCE MATERIALS; MARKETING; TEACHING TECHNIQUES IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS RESOURCE UNIT ON BANKING AND MONEY FOR A JUNIOR HIGH SCHOOL CLASS AIMS TO DEVELOP BOTH AN UNDERSTANDING OF BANKING SERVICES IN OUR ECONOMY AND THE ABILITY TO USE A CHECKING ACCOUNT

AND OTHER PAYMENT METHODS WISELY. THREE DETAILED PAMPHLETS ARE REPRODUCED FOR USE AS RESOURCE MATERIALS--"FUNDAMENTAL FACTS ABOUT U.S. MONEY," "THE STORY OF CHECKS," AND "USING BANK SERVICES." DAY-BY-DAY INSTRUCTIONS FOR THE TEACHER AND THE STUDENT INCLUDE PROCEDURES FOR KEEPING A NOTEBOOK OF CLASS ACTIVITIES AND A SCHEDULE FOR READING THE THREE BOOKLETS, FILLING OUT THE ENCLOSED WORKSHEETS AND STUDY SHEETS, AND TAKING THE PRETEST, QUIZZES, AND THE 60-QUESTION FINAL EXAMINATION. "THE HOW & WHY OF BANKING" PROVIDES A FINAL SERIES OF 29 STUDENT WORKSHEETS FOR EVALUATING IN DETAIL THE EXTENT OF UNIT COMPREHENSION. TOPICS COVERED FOR DAY 1 THROUGH 12 INCLUDE THE HISTORY OF MONEY, "BEHIND-THE-SCENES" BANKING OPERATIONS INVOLVING THE FLOW OF MONEY AND BANKING SERVICES, AND INFORMATION ON BANKING FORMS AND STANDARD PROCEDURES SUCH AS SERVICE CHARGES AND BANK STATEMENTS. VISUAL AIDS SUCH AS CHARTS, TRANSPARENCIES, AND SAMPLE CHECKS FORM A MAJOR ELEMENT OF THIS TEACHING GUIDE. (AG)

VT 015 204
COORDINATORS' GUIDE FOR PROGRAMS FOR EDUCATIONAL AND CAREER EXPLORATION (P.E.C.E.).

GEORGIA UNIV., ATHENS.
MF AVAILABLE IN VT-ERIC SET.
LVTE-B-18
PUB DATE - AUG70 178P.PAES COLLECTION

DESCRIPTORS - *RESOURCE GUIDES; SECONDARY GRADES; CURRICULUM GUIDES; TEACHING GUIDES; VISUAL AIDS; INSTRUCTIONAL MATERIALS; *LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; SELF CONCEPT; *CAREER EDUCATION; VOCATIONAL EDUCATION; CAREERS; DECISION MAKING SKILLS; OCCUPATIONAL INFORMATION; OCCUPATIONAL CHOICE; *OCCUPATIONAL CLUSTERS; RESOURCE MATERIALS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - COMPILED FROM THE CONTRIBUTIONS OF LOCAL COORDINATORS

WHO WERE IN TRAINING IN GEORGIA DURING THE SUMMERS OF 1969 AND 1970, THIS RESOURCE GUIDE FOR COORDINATORS OF PROGRAMS FOR EDUCATIONAL AND CAREER EXPLORATION (PECE) IN GRADES 7, 8, AND 9, INCLUDES AN INTRODUCTORY RATIONALE DESCRIBING SIX BROAD OBJECTIVES OF PECE AND STRESSES ACTUAL WORK PARTICIPATION AND JOBS DISCUSSIONS BASED UPON SELF AWARENESS, VOCATIONAL INFORMATION, AND DECISION MAKING ABILITIES. NINETEEN SUGGESTED INSTRUCTIONAL UNITS WITH SEPARATE REFERENCE LISTS, A REVIEW UNIT, AN EVALUATION SECTION WITH AN APPENDIX, A 50-PAGE TABLE OF SELECTED OCCUPATIONS CLASSIFIED BY GROUP AND LEVEL, AND A DETAILED OUTLINE OF AN INITIAL CLASS MEETING COMPLETE THE GUIDE. EACH UNIT LISTS BEHAVIORAL OBJECTIVES AND PROVIDES A VARIETY OF LEARNING EXPERIENCES INCLUDING FIELD TRIPS, SURVEYS, CLASSROOM ACTIVITIES, AND VISUAL AIDS. AN ORIENTATION TO PECE IN DETAILED OUTLINE FORM INCLUDES ADDITIONAL LEARNING ACTIVITIES AND MATERIALS. DIVIDED INTO THREE COLUMNS, THE 50-PAGE OCCUPATIONAL CHART LISTS WORK ROLES (VOCATIONS), WORK SETTINGS (PLACES OF EMPLOYMENT), AND ACTIVITIES DIRECTLY RELATED TO THOSE OCCUPATIONS. (AG)

VT 015 267
TEACHING TAXES PROGRAM. TEACHER'S GUIDE.

DEPARTMENT OF THE TREASURY,
WASHINGTON, D.C. INTERNAL REVENUE SERVICE.
MF AVAILABLE IN VT-ERIC SET.
IRS-PUB-19
PUB DATE - 72 36P.

DESCRIPTORS - *TEACHING GUIDES;
TRANSPARENCIES; *VISUAL AIDS;
*TAXES; EDUCATIONAL OBJECTIVES;
*INSTRUCTIONAL AIDS; PUZZLES;
GOVERNMENT ROLE; *FEDERAL
GOVERNMENT; LESSON PLANS; ANSWER
KEYS
IDENTIFIERS - *FEDERAL AGENCIES;
ECONOMIC AWARENESS; BEGINNING
COMPETENCE

ABSTRACT - THIS 1972 EDITION OF A TEACHING GUIDE FOR A PROGRAM ON TEACHING TAXES, WRITTEN BY THE INTERNAL REVENUE SERVICE, FORMS PART OF A UNIT CONTAINING ALL INSTRUCTIONAL MATERIALS FOR THE COURSE. FREE TAX GUIDES WILL BE SENT TO THE SCHOOLS ORDERING THE CORRESPONDING TEXT "UNDERSTANDING TAXES." TEACHER FEEDBACK IS ENCOURAGED AND SUGGESTIONS TO THE TEACHER ARE GIVEN. THE PROGRAM OBJECTIVES INCLUDE PREPARATION OF ACCURATE TAX RETURNS, AN UNDERSTANDING OF THE INTERNAL REVENUE SERVICE, AND A RECOGNITION OF THE IMPORTANCE AND ROLE OF TAXES IN OUR SOCIETY. LESSON OBJECTIVES FOR THE FIRST FOUR CHAPTERS ARE GIVEN, AS WELL AS TWO SAMPLE LESSON PLANS. FORM 1040 AND SCHEDULES A AND B ARE PRINTED FOR USE AS TRANSPARENCIES. A CROSSWORK PUZZLE ON TAX TERMS WITH A SOLUTION IS INCLUDED, WHICH CAN BE USED AS A QUIZ. SOLUTIONS TO PROBLEMS IN THE STUDENT TEXTS, WHICH INCLUDE A GENERAL AND A FARM EDITION, ARE LISTED. A LIST OF THE 50 MOST COMMON QUESTIONS ABOUT FILING INCOME TAX RETURNS COMPLETES THE GUIDE. (AG)

VT 015 321
INDUSTRIAL BANKING.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 238P.PAES
COLLECTION

DESCRIPTORS - RESOURCE MATERIALS;
*TEACHING GUIDES; INSTRUCTIONAL
MATERIALS; TESTS; COURSE
OBJECTIVES; *BANKING; ECONOMICS;
*FINANCIAL SERVICES; *BANKING
VOCABULARY; *CREDIT (FINANCE);
SECONDARY GRADES; LEARNING
ACTIVITIES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE IS DESIGNED TO AID TEACHERS IN CONDUCTING COURSES ON BANKING AND FINANCE IN THE SECONDARY GRADES. THE GUIDE PROVIDES OBJECTIVES, PRE- AND POST-TESTS WITH ANSWERS,

RESOURCE PERSONS, LEARNING ACTIVITIES, PROBLEMS AND ANSWERS, AND ADDITIONAL RESOURCES FOR UNITS ON INDUSTRIAL BANKING, FINANCE COMPANIES, COMMERCIAL BANKING, SAVINGS AND LOAN ASSOCIATIONS (INCLUDING HOME CLOSINGS), AND CREDIT UNIONS. NUMEROUS SAMPLE FORMS, APPLICATIONS, CHARTS, AND EXCERPTS FROM FINANCIAL NEWS PUBLICATIONS ILLUSTRATE THE GUIDE. (AW)

VT 015 408 ED 062 569
BJORAKER, WALTER T., ED.
A COURSE OF STUDY IN COOPERATION AND COOPERATIVES.

WISCONSIN UNIV., MADISON. DEPT. OF AGRICULTURAL AND EXTENSION EDUCATION.
EDRS PRICE MF-\$0.65 HC-\$3.29.
INSTRUC-SER-2
PUB DATE - FEB 72 65P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *COOPERATIVES; COLLECTIVE SETTLEMENTS; ORGANIZATION; MARKETING; HUMAN RELATIONS; *ADULT EDUCATION; SECONDARY GRADES; *EXTENSION EDUCATION; AGRICULTURAL EDUCATION; BUSINESS EDUCATION

ABSTRACT - DESIGNED FOR TEACHERS WITH LIMITED TEACHING EXPERIENCE IN COOPERATIVES, THIS COURSE OF STUDY WAS PREPARED BY SEMINAR STUDENTS FOR USE IN HIGH SCHOOL OR ADULT EDUCATION PROGRAMS, AND EMPHASIZES THE PRINCIPLES OF COOPERATION, THE OPERATION AND MANAGEMENT OF COOPERATIVES, AND THE COMMUNICATION REQUIRED FOR THEIR EFFECTIVE FUNCTIONING. UNITS REQUIRING A TOTAL OF 20 HOURS OF INSTRUCTION INCLUDE: (1) INTRODUCTION, (2) TYPES OF BUSINESS ORGANIZATIONS, (3) COOPERATIVE PRINCIPLES AND PRACTICES, (4) ORGANIZATIONAL STRUCTURE, DUTIES, AND RESPONSIBILITIES, (5) LIFE CYCLE OF A COOPERATIVE, (6) THE FINANCIAL STATEMENT, (7) LEGAL ASPECTS OF COOPERATIVES, (8) COOPERATIVE COMMUNICATIONS, (9) COOPERATIVE MANAGEMENT, (10) COOPERATION AND COOPERATIVES IN OUR SOCIETY, (11)

HUMAN RELATIONS, (12) MARKETING, (13) SUPPLY COOPERATIVE, (14) CREDIT UNION, AND (15) SERVICE COOPERATIVES. INSTRUCTIONAL OBJECTIVES, LEARNING ACTIVITIES, TEACHING AIDS, AND REFERENCES ACCOMPANY EACH UNIT. ADDITIONAL LEARNING ACTIVITIES, TEACHING AIDS, A GLOSSARY, AND SAMPLE LESSON PLANS ARE APPENDED. (SB)

VT 015 411
PITT COUNTY MIDDLE GRADES PROJECT, I-III.

PITT COUNTY SCHOOLS, GREENVILLE, N.C.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000553
PUB DATE - ND 184P.PAES
COLLECTION

DESCRIPTORS - GRADE 7; GRADE 8; *CURRICULUM GUIDES; *CAREER EDUCATION; SELF CONCEPT; *OCCUPATIONAL INFORMATION; SERVICE OCCUPATIONS; PROFESSIONAL OCCUPATIONS; EVALUATION TECHNIQUES; TECHNICAL OCCUPATIONS; *INDIVIDUALIZED INSTRUCTION; DROPOUT IDENTIFICATION; EDUCATIONAL OBJECTIVES; TEACHING TECHNIQUES; LEARNING ACTIVITIES; *LEARNING LABORATORIES; AUDIOVISUAL AIDS; RESOURCE MATERIALS; REFERENCE MATERIALS
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - THIS CURRICULUM GUIDE FOR A CAREER EDUCATION PROGRAM FOR GRADES 7 AND 8 PROVIDES "HANDS-ON" LABORATORY ACTIVITIES BY MEANS OF "MODULES," WHICH CONSIST OF SEVERAL LEARNING STATIONS FOR CLASSROOM GROUPS OF SEVERAL STUDENTS APIECE. DEALING WITH SERVICE, CLERICAL AND SALES, AND PROFESSIONAL AND TECHNICAL OCCUPATIONS, THE UNIT PROVIDES OPPORTUNITIES FOR SELF APPRAISAL, VOCATIONAL EXPLORATION, INDIVIDUALIZED INSTRUCTION, AND DROPOUT IDENTIFICATION, LEADING TOWARDS SUCCESSFUL FUTURE EMPLOYMENT. DEVELOPED, FIELD TESTED, AND EVALUATED BY A PROJECT COMMITTEE OF PITT COUNTY SCHOOLS

STAFF, THE GUIDE INCLUDES PROGRAM AND UNIT OBJECTIVES, STUDENT READING MATERIALS, WORKSHEETS, VISUAL AIDS, TESTS, STUDENT DIRECTED EVALUATION SHEETS, AND REFERENCE LISTS. UNIT OUTLINES WITH TIME BLOCKS, VOCABULARY LISTS, AND A CONCLUDING LIST OF AUDIOVISUAL AIDS COMPLETE THE UNIT. TEACHING TECHNIQUES INCLUDE DISCUSSIONS, FIELD TRIPS, ROLE PLAYING, RESEARCH, AND THE USE OF AUDIOVISUAL AIDS. (AG)

VT 015 421

OVT EXPLORATORY PROGRAM. PHASE I, II, AND III. GRADES 6-8. COURSE OF STUDY.

PITTSBURGH PUBLIC SCHOOLS, PA. DIV. OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00442

PUB DATE - JUL71 641P.PAES COLLECTION

DESCRIPTORS - *VOCATIONAL EDUCATION; CAREER EDUCATION; INDUSTRIAL ARTS; HOME ECONOMICS; BUSINESS; *CURRICULUM GUIDES; *TEAM TEACHING; *STUDENT CENTERED CURRICULUM; ACTIVITY LEARNING; BEHAVIORAL OBJECTIVES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES; OCCUPATIONAL INFORMATION; *SIMULATION; GRADE 6; GRADE 7; GRADE 8
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE UNEDITED WORKING COPIES FOR TEAM TEACHING VOCATIONAL PREPARATION CURRICULUMS IN GRADES 6, 7, AND 8 FOCUS ON HUMAN RELATIONS AND PERSONAL DEVELOPMENT, PRODUCTION, COMMUNICATIONS, AND CONSUMER EDUCATION IN BUSINESS, HOME ECONOMICS, AND INDUSTRIAL ARTS. GENERALIZATIONS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, AND EVALUATION TECHNIQUES ARE PROVIDED FOR THE STUDENT-CENTERED LEARNING ACTIVITIES, WITH SUBJECT CORRELATIONS IN EACH UNIT. THE GRADE 6 CURRICULUM INCLUDES SAMPLE PLANS FOR ORGANIZATION OF A STUDENT

COMPANY. EXTENDING THE IDEA TO DETAILED PLANS FOR COMPANIES WITH A 12-WEEK ROTATING SCHEDULE, THE GRADE 7 UNIT STRESSING CAREER EXPLORATION GIVES THE PROGRAM SCOPE AND SAMPLE COMPANY MATERIALS. BIBLIOGRAPHIES ARE INCLUDED FOR GRADES 7 AND 8. IN GRADE 8, THE STUDENTS WILL SELECT A WORK CONTRACT WITH PAY IN ORDER TO PRODUCE GOODS FOR RETAILING. VOCATIONAL INFORMATION WILL BE PROVIDED IN CONJUNCTION WITH THE SIMULATED WORK EXPERIENCES. THE GUIDES WERE WRITTEN BY A COMMITTEE OF THREE TEACHERS. (AG)

VT 015 432

JORDAN, MABEL, COMP.

ARKANSAS GENERAL COOPERATIVE EDUCATION COURSE OF STUDY—FIRST YEAR, UNITS I-IV.

ARKANSAS UNIV., FAYETTEVILLE. DEPT. OF VOCATIONAL EDUCATION.

ARKANSAS STATE DEPT. OF EDUCATION, LITTLE ROCK. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION
MF AVAILABLE IN VT-ERIC SET.

CVTE-C00383

PUB DATE - ND 615P.PAES COLLECTION

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *COOPERATIVE EDUCATION; WORK EXPERIENCE PROGRAMS; SECONDARY GRADES; *SCHOOL INDUSTRY RELATIONSHIP; *COMMUNICATION (THOUGHT TRANSFER); COMMUNICATION SKILLS; MATHEMATICS; *BUSINESS EDUCATION; LESSON PLANS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TRANSPARENCIES
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE CONSISTS OF FOUR MANUALS WHICH PROVIDE HIGH SCHOOL TEACHER-COORDINATORS WITH INFORMATION, TEACHING AIDS, AND SUGGESTED TECHNIQUES DESIGNED TO AID IN PRESENTING A BEGINNING 1-YEAR COURSE IN GENERAL COOPERATIVE EDUCATION. THE MANUALS WERE ADAPTED UNDER THE DIRECTION OF STAFF AT THE UNIVERSITY OF ARKANSAS FROM MANUALS PRODUCED ORIGINALLY BY THE

UNIVERSITY OF TEXAS DISTRIBUTIVE EDUCATION DEPARTMENT. TEACHER OBJECTIVES, STUDENT PERFORMANCE OBJECTIVES, GENERAL TEACHING SUGGESTIONS, AND DETAILED TEACHING OUTLINES ARE INCLUDED FOR UNITS ON SCHOOL AND BUSINESS RELATIONSHIP (WITH FOUR SUB-UNITS), COMMUNICATIONS (FIVE SUB-UNITS), BASIC MATH, AND ORGANIZATION OF BUSINESS AND INDUSTRY (NINE SUB-UNITS). THE GUIDE PROVIDES VARIOUS SAMPLE CHARTS, FORMS, RECORDS, AND RATING SHEETS, SEVERAL SKITS ILLUSTRATING SALES TECHNIQUES, AND NUMEROUS TRANSPARENCY MASTERS. (AW)

VT 015 447 ED 063 479
LEARNING LABORATORIES FOR
UNEMPLOYED, OUT-OF-SCHOOL YOUTH--
COMPUTATION SKILLS (WITH EXTENSIVE
CONSUMER APPLICATIONS).

NEW YORK STATE EDUCATION DEPT.,
ALBANY. BUREAU OF CONTINUING
EDUCATION CURRICULUM DEVELOPMENT.
EDRS PRICE MF-\$6.65 HC-\$3.29.
PUB DATE - 72 81P.

DESCRIPTORS - *CAREER EDUCATION;
*OUT OF SCHOOL YOUTH; ADULT
EDUCATION; *RESOURCE GUIDES;
AUDIOVISUAL AIDS; *MATHEMATICS;
LEARNING LABORATORIES; *LEARNING
ACTIVITIES; DISADVANTAGED YOUTH;
UNEMPLOYED; WORKSHEETS; TEACHING
PROCEDURES; EVALUATION TECHNIQUES;
STUDENT EVALUATION
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - PREPARED BY SECONDARY
TEACHERS FROM IDEAS SUGGESTED BY AN
ADVISORY COMMITTEE OF TEACHERS,
THIS COMPILATION OF LEARNING
ACTIVITIES IS DESIGNED FOR USE BY
MATHEMATICS INSTRUCTORS TO
SUPPLEMENT THE CURRICULUM RESOURCE
HANDBOOK, "LEARNING LABORATORIES
FOR UNEMPLOYED, OUT-OF-SCHOOL
YOUTH." THE 34 ACTIVITIES, WHICH
ARE INTENDED TO ORIENT THE
DISADVANTAGED STUDENT TO THE WORLD
OF WORK, EMPHASIZE SUCH TOPICS AS
BASIC MATHEMATICAL COMBINATIONS,
MULTIPLICATION, DIVISION,
BUDGETING, BANKING TERMS, USING A
CHECKING ACCOUNT, AND CREDIT. EACH
ACTIVITY CONTAINS THESE COMPONENTS:

(1) REFERENCE TO THE COMPUTATION
SKILLS SECTION OF THE CURRICULUM
RESOURCE HANDBOOK, (2) OBJECTIVE,
(3) TEACHING PROCEDURE, (4)
EVALUATION SUGGESTIONS, AND (5)
STUDENT WORKSHEETS WHICH MAY BE
DUPLICATED AND/OR USED FOR
TRANSPARENCIES. AN INTRODUCTORY
SECTION PROVIDES FURTHER
SUGGESTIONS TO THE TEACHER,
INCLUDING THE RECOMMENDATION THAT
LEARNING ACTIVITIES BE ORGANIZED IN
SHORT, ACHIEVABLE UNITS WHICH CAN
BE GRADUALLY INCREASED WHEN THE
STUDENTS' ATTENTION SPAN, INTEREST,
AND WORK HABITS IMPROVE. A RELATED
PUBLICATION IS AVAILABLE AS VT 015
446 IN THIS ISSUE. (SB)

VT 015 450
STENO-SECRETARIAL CURRICULUM GUIDE.

OREGON STATE BOARD OF EDUCATION,
SALEM. DIV. OF COMMUNITY COLLEGES
AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-000213
OREGON BOARD OF EDUCATION, 942
LANCASTER DRIVE N.E., SALEM, OREGON
97310 (\$2.50)
PUB DATE - MAY70 134P. PAES
COLLECTION

DESCRIPTORS - *OCCUPATIONAL
CLUSTERS; *OFFICE OCCUPATIONS
EDUCATION; *CAREER EDUCATION;
VOCATIONAL DEVELOPMENT; CLUSTER
ANALYSIS; VISUAL AIDS; *RESOURCE
MATERIALS; FACILITY GUIDELINES;
BEHAVIORAL OBJECTIVES; COURSE
DESCRIPTIONS; LEARNING ACTIVITIES;
*CURRICULUM GUIDES; SECONDARY
GRADES
IDENTIFIERS - EDUCATIONAL
AWARENESS; CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE
FOR A SECRETARIAL AND STENOGRAPHIC
OCCUPATIONAL CLUSTER IN THE
SECONDARY GRADES PROVIDES A
RATIONALE FOR OREGON DEVELOPMENTAL
CAREER EDUCATION PROGRAMS, A
DESCRIPTION OF METHODS USED TO
ANALYZE VOCATIONAL DATA, VISUAL
AIDS, TERM DEFINITIONS, AND
OCCUPATIONAL INFORMATION TAKEN FROM
THE DICTIONARY OF OCCUPATIONAL
TITLES. GEARED TO PREPARE STUDENTS

FOR ENTRY-LEVEL JOBS OR FOR POST-SECONDARY EDUCATION, THE MATERIALS WERE DEVELOPED BY AN ADVISORY COMMITTEE OF LEADERS IN BUSINESS AND INDUSTRY, TEACHERS, CONSULTANTS, AND ADMINISTRATORS. THE COURSE DESCRIPTIONS INCLUDE REQUIRED KNOWLEDGE AND SKILLS, BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES IN A THREE-COLUMN CHART FORMAT. RELATED ELECTIVE COURSES IN GRADES 11 AND 12 ARE OUTLINED. THE EXTENSIVE APPENDIXES PROVIDE FACILITY GUIDELINES, A BIBLIOGRAPHY, A RESOURCE LIST, AND SURVEY QUESTIONNAIRES USED TO COMPILE OCCUPATIONAL INFORMATION. (AG)

VT 015 467

BOHLMAN, HERBERT W., AND OTHERS
INSTRUCTOR'S GUIDE FOR THE
ACCENT/CONSUMER EDUCATION SERIES.

FOLLETT EDUCATIONAL CORP., CHICAGO,
ILL. EDUCATIONAL OPPORTUNITIES DIV.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-X00716

FOLLETT PUBLISHING COMPANY,
DIVISION OF FOLLETT CORPORATION,
1010 W. WASHINGTON BLVD., CHICAGO,
ILLINOIS 60607 (\$2.00)
PUB DATE - 70 61P.PAES
COLLECTION

DESCRIPTORS - STUDENT PROJECTS;
*TEACHING PROCEDURES; *PROBLEM
SOLVING; *TEACHING GUIDES;
*CONSUMER EDUCATION; *CONSUMER
ECONOMICS; MONEY MANAGEMENT;
BIBLIOGRAPHIES; INSURANCE PROGRAMS;
SECONDARY GRADES; LAWS; QUESTIONING
TECHNIQUES; RESOURCE MATERIALS;
MARKETING
IDENTIFIERS - DECISIONS;
EDUCATIONAL AWARENESS

ABSTRACT - THIS TEACHING GUIDE FOR
A SERIES OF SIX CONSUMER EDUCATION
BOOKLETS DEALING WITH CONSUMER
ECONOMICS, INSURANCE, MONEY
MANAGEMENT, AND THE LAW PRESENTS
BACKGROUND INFORMATION AND TEACHING
SUGGESTIONS INVOLVING THE USE OF
SUPPLEMENTARY READING MATERIALS,
SUGGESTED PROJECTS, AND LEARNING
ACTIVITIES. FOR EACH OF THE SIX
TOPICS, TEACHING PROCEDURES INCLUDE

CONSUMER PROBLEMS, POSSIBLE CLASS
PROJECTS, AND AN ANNOTATED LIST OF
REFERENCE MATERIALS. AN ANNOTATED
RESOURCE LIST IS PROVIDED FOR THE
GUIDE, WHICH IS ILLUSTRATED WITH
CHARTS. PROBLEMS TO BE SOLVED ARE
STATED BY MEANS OF QUESTIONS FOR
CLASS DISCUSSION. (AG)

VT 015 486

PREPARING LEARNING UNITS.

CENTRAL JERSEY INDUSTRY-EDUCATION
COUNCIL, WOODBRIDGE, N.J.
MF AVAILABLE IN VT-ERIC SET.
CVTE-G00129
PUB DATE - ND 22P.PAES
COLLECTION

DESCRIPTORS - *MANUALS;
*INSTRUCTIONAL IMPROVEMENT;
*TEACHER DEVELOPED MATERIALS;
*INSTRUCTIONAL AIDS; *STUDENT
DEVELOPED MATERIALS; INSTRUCTIONAL
DESIGN; FORMATIVE EVALUATION;
CONTENT ANALYSIS; LEARNING
ACTIVITIES; GUIDELINES;
INSTRUCTIONAL MEDIA; OBJECTIVES;
CAREER EDUCATION; EVALUATION
METHODS
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS MANUAL PROVIDES
GUIDELINES FOR TEACHER PREPARATION
OF LEARNING UNITS WHICH WILL
PROVIDE GOALS, LEARNING ACTIVITIES
TO IMPLEMENT SPECIFIC OBJECTIVES,
INSTRUCTIONS TO THE STUDENT, AND
METHODS FOR EVALUATING PERFORMANCE.
DIRECTIONS FOR LOCATING NEEDED
RESOURCE AND REFERENCE MATERIALS
WILL ALSO BE INCLUDED IN A LEARNING
UNIT. A 2-PAGE SAMPLE UNIT IN
ECONOMICS IS PRESENTED TOGETHER
WITH SUGGESTIONS FOR STUDENT
PARTICIPATION IN EVOLVING LEARNING
UNITS MODELED ON THOSE PREPARED BY
THE TEACHER. STUDENT AND TEACHER
FEEDBACK TO IMPROVE THIS
INSTRUCTIONAL APPROACH IS
ENCOURAGED BY ITS DEVELOPERS, THE
CENTRAL JERSEY INDUSTRY-EDUCATION
COUNCIL. (AG)

VT 015 552

OFFICE CAREERS.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00351

PUB DATE - ND 37P.PAES
COLLECTION

DESCRIPTORS - *OFFICE OCCUPATIONS
EDUCATION; INSTRUCTIONAL MATERIALS;
*WORKSHEETS; *LEARNING ACTIVITIES;
*OCCUPATIONAL INFORMATION; *STUDY
GUIDES; UNITS OF STUDY (SUBJECT
FIELDS); AUDIOVISUAL AIDS; PRE
TESTS; POST TESTS; INTERVIEWS;
BIBLIOGRAPHIES; GLOSSARIES; FIELD
TRIPS; RESOURCE MATERIALS; VISUAL
AIDS; REFERENCE BOOKS; SECONDARY
GRADES
IDENTIFIERS - CAREER AWARENESS;
OCCUPATIONAL EXPLORATION

ABSTRACT - THIS OCCUPATIONAL
EXPLORATION UNIT, WRITTEN BY A
CAREER CENTER, PROVIDES STUDENT
WORKSHEETS ON CAREERS IN OFFICE
WORK. THE GUIDE DISCUSSES THE
NATURE OF JOBS IN BUSINESS, THE JOB
REQUIREMENTS, THE WORKING
CONDITIONS, AND THE JOB BENEFITS.
ENRICHMENT ACTIVITIES, A PRE- AND
POST-TEST, AND INTERVIEW SHEET, A
BIBLIOGRAPHY, AND A GLOSSARY ARE
INCLUDED IN THE INSTRUCTIONAL
MATERIALS. DRAWINGS ILLUSTRATE THE
TEXT. TEACHING TECHNIQUES INCLUDE
THE USE OF AUDIOVISUAL AIDS, A
FIELD TRIP, AND READING BOOKS. (AG)

VT 015 580

COORDINATED VOCATIONAL EDUCATION
TRAINING. PRELIMINARY DRAFT.
INSTRUCTIONAL MATERIALS VOCATIONAL-
RELATED MATH.

OKLAHOMA STATE DEPT. OF VOCATIONAL
AND TECHNICAL EDUCATION,
STILLWATER.

OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

CVTE-C00338

PUB DATE - 71 352P.PAES
COLLECTION; DEVELOPMENTS OF THE
TRAINING INSTITUTE FOR TEACHERS OF
THE HANDICAPPED (DURANT, OKLAHOMA,
JULY 5-16, 1971)

DESCRIPTORS - *VOCATIONAL
EDUCATION; BEHAVIORAL OBJECTIVES;
*MATHEMATICAL CONCEPTS; TEACHING

PROCEDURES; LEARNING ACTIVITIES;

*INSTRUCTIONAL MATERIALS;

WORKSHEETS; STUDENT TESTING; ANSWER

KEYS; *BASIC SKILLS; *MATHEMATICS

CURRICULUM; RESOURCE MATERIALS;

HUMANITIES; SKILL DEVELOPMENT;

SECONDARY GRADES

IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS PRELIMINARY DRAFT
OF INSTRUCTIONAL MATERIALS FOR A
MATHEMATICS CURRICULUM IN A
VOCATIONAL EDUCATION PROGRAM
OUTLINES BASIC CONCEPTS IN WHOLE
NUMBERS, FRACTIONS, DECIMALS, AND
OTHER AREAS. EACH OF THE 20 UNITS
CONTAINS GENERAL AND SPECIFIC
BEHAVIORAL OBJECTIVES, TEACHING
PROCEDURES, AND LEARNING
ACTIVITIES. STUDENT WORKSHEETS,
INFORMATION SHEETS, TESTS, AND
ANSWER KEYS ARE INCLUDED. THE
APPENDIXES INCLUDE RESOURCE LISTS
AND BEHAVIORAL OBJECTIVES FOR
ADDITIONAL MATHEMATICS UNITS. THIS
INSTRUCTIONAL GUIDE WAS DEVELOPED
AT A WORKSHOP FUNDED BY THE
EDUCATION PROFESSIONS DEVELOPMENT
ACT (EPDA) AND WRITTEN BY TEACHERS,
VOCATIONAL CONSULTANTS, AND OTHER
EDUCATORS. (AG)

VT 015 622

THE GREGG/MCGRAW-HILL CURRICULUM
GUIDE FOR OFFICE EDUCATION.

GREGG/MCGRAW-HILL ADVISORY
COMMITTEE FOR OFFICE EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 66P.PAES
COLLECTION

DESCRIPTORS - *CURRICULUM GUIDES;

*OFFICE OCCUPATIONS EDUCATION;

*CURRICULUM PLANNING;

*INSTRUCTIONAL PROGRAMS; POST

SECONDARY EDUCATION; SECONDARY

EDUCATION; OFFICE OCCUPATIONS;

TRAINING OBJECTIVES; *RESOURCE

MATERIALS; CURRICULUM ENRICHMENT;

STUDENT NEEDS; ADULT EDUCATION;

TEXTBOOK SELECTION; UNITS OF STUDY

(SUBJECT FIELDS); BUSINESS

SUBJECTS; TEACHING GUIDES; COURSE

DESCRIPTIONS

IDENTIFIERS - EDUCATIONAL

AWARENESS; CAREER AWARENESS

ABSTRACT - THIS GUIDE TO CURRICULUMS IN OFFICE OCCUPATIONS EDUCATION, INTENDED TO ACCOMPANY THE "GREGG/MCGRAW-HILL PROGRAM PLANNING GUIDE FOR OFFICE EDUCATION," WILL BE USEFUL FOR EDUCATORS PLANNING TRAINING PROGRAMS IN BUSINESS EDUCATION ON THE SECONDARY, POST-SECONDARY, AND ADULT LEVELS. A LIST OF 50 JOB TITLES USING BASIC BUSINESS SKILLS IS KEYED TO AN INDEX OF 54 INSTRUCTIONAL MODULES FOR OFFICE OCCUPATIONS CURRICULUMS. DETAILED DESCRIPTIONS OF THE MODULES PROVIDE THE TIME SPAN, ACADEMIC LEVEL, COURSE OUTLINE, OBJECTIVES, COURSE PREREQUISITES, PRIMARY SOURCE MATERIALS, AND ENRICHMENT MATERIALS FOR EACH COURSE. THE PRIMARY MATERIALS LIST TEXTBOOKS, WORKBOOKS, TESTS, AND TEACHING GUIDES ACCORDING TO GRADE LEVEL AND SPECIAL INSTRUCTIONAL NEEDS. AN IMPORTANT FEATURE IS THE INCLUSION OF CURRENT NET PRICES FOR ALL INSTRUCTIONAL MATERIALS. TEACHER-DIRECTED MATERIALS WILL BE PROVIDED FREE TO TEACHERS USING THE CORRESPONDING CLASSROOM TEXTS. THE GUIDE, PREPARED BY THE EDITORS OF GREGG/MCGRAW-HILL, CONCLUDES WITH A MODEL FOR A PROGRAM PLANNING WORKSHEET. (AG)

VT 015 625

WRIGHT, LUCILLE E., AND OTHERS
THE OFFICE: REALITY TRAINING
THROUGH SIMULATION. A SAMPLER.

MINNESOTA MINING AND MANUFACTURING
CO., ST. PAUL, MINN. DIV. OF VISUAL
PRODUCTS.

DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-000726

3M COMPANY--VISUAL PRODUCTS
DIVISION, 3M CENTER BLDG., 200-10W,
ST. PAUL, MINNESOTA 55101
PUB DATE - 71 48P.PAES
COLLECTION

DESCRIPTORS - *SIMULATION; ROLE
PLAYING; *OFFICE PRACTICE;
AUDIOVISUAL AIDS; EVALUATION
TECHNIQUES; *PROGRAM DESCRIPTIONS;
*OFFICE OCCUPATIONS EDUCATION;
DECISION MAKING SKILLS; MARKETING;
SECONDARY GRADES; VOCATIONAL

DEVELOPMENT; RESOURCE MATERIALS;
*TEACHING TECHNIQUES
IDENTIFIERS - DECISIONS; ATTITUDES
APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS DESCRIPTION OF AN OFFICE SIMULATION PROGRAM FOR A 36-WEEK CLASS OF 20 STUDENTS MEETING THREE HOURS DAILY, FIVE DAYS A WEEK, BRIEFLY EXPLAINS THE EIGHT PROGRAM COMPONENTS, WHICH AIM TO DEVELOP DESIRABLE STUDENT ATTITUDES FOR WORKING IN AN OFFICE. THE DOCUMENT CONSISTS OF THE FOLLOWING OFFICE OCCUPATIONS TRAINING MATERIALS: (1) AN OFFICE MANAGER'S GUIDE FOR THE TEACHER, (2) AN EMPLOYEE HANDBOOK FOR THE STUDENTS, (3) TRANSITION VISUALS, COMPRISING AUDIOVISUAL AIDS, (4) 50 CRITICAL INCIDENTS AND INTERRUPTIONS TO ROLE PLAY, (5) 30 STAFF MEETING UNITS, (6) 36 INPUT ENVELOPES CONTAINING OVER 1500 LETTERS AS INCOMING MAIL, (7) A SPECIAL PROJECTS BOOK FOR ADDITIONAL ACTIVITIES, AND (8) A MASTERS BOOK GIVING BUSINESS FORMS. PHOTOGRAPHS ILLUSTRATE THE TEXT, DEVELOPED BY THREE PROFESSORS IN EDUCATION. SUGGESTIONS FOR STUDENT EVALUATION ARE PRESENTED, EMPHASIZING DECISION MAKING SKILLS AND THE PERFORMANCE OF JOB DUTIES. AN ORDER FORM FOR THE COURSE IS INCLUDED, IN ADDITION TO A LIST OF SUPPLEMENTARY AUDIOVISUAL AIDS WITH COSTS. (AG)

VT 015 628

REENSTJERNA, SWANNEE
OFFICE OCCUPATIONS. TEACHER'S
GUIDE. A UNIT IN PREVOCATIONAL
EDUCATION.

WILSON AREA VOCATIONAL CENTER,
COLUMBIA, S.C.; SOUTH CAROLINA STATE
DEPT. OF EDUCATION, COLUMBIA.
OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - JUN71 48P.PAES
COLLECTION

DESCRIPTORS - *OFFICE OCCUPATIONS
EDUCATION; VISUAL AIDS; BEHAVIORAL
OBJECTIVES; RESOURCE MATERIALS;
TEACHING PROCEDURES; SECONDARY
GRADES; *TEACHING GUIDES; UNIT

PLAN; *UNITS OF STUDY (SUBJECT FIELDS); *LEARNING ACTIVITIES; FIELD TRIPS; TEACHING TECHNIQUES; CAREER OPPORTUNITIES; OFFICE MACHINES; *OFFICE PRACTICE; INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS DRAFT FOR A 6-WEEK COURSE IN OFFICE OCCUPATIONS FOR THE SECONDARY GRADES PROVIDES A GUIDE TO 21 LEARNING ACTIVITIES AND AN INTRODUCTORY RATIONALE. EACH ACTIVITY CONTAINS A BEHAVIORAL OBJECTIVE, MATERIALS LISTS, AND TEACHING PROCEDURES. TRANSPARENCIES AND CHARTS ILLUSTRATE THE TEXT. THE LEARNING EXPERIENCES INCLUDE WRITING A CHECK, FILING, USING THE TELEPHONE, AN INTRODUCTION TO BUSINESS MACHINES AND SHORTHAND, AND A FIELD TRIP. TEACHING TECHNIQUES INCLUDE DISCUSSION, DEMONSTRATION, AND STUDENT PARTICIPATION. AN EQUIPMENT AND MATERIALS LIST COMPLETES THE UNIT, WRITTEN BY A VOCATIONAL CENTER TEACHER TO INCREASE STUDENT AWARENESS OF CAREER OPPORTUNITIES IN BUSINESS. (AG)

VT 015 651 ED 065 667
CRAWFORD, FRED L.
CAREER PLANNING FOR THE BLIND. A MANUAL FOR STUDENTS AND TEACHERS.

HADLEY SCHOOL FOR THE BLIND,
WINNETKA, ILL.
VOCATIONAL REHABILITATION
ADMINISTRATION (DHEW), WASHINGTON,
D.C.; MOUNT PROSPECT LIONS CLUB,
ILL.

EDRS PRICE MF-\$0.65 HC-\$6.58.
CVTE-X00696
THE HADLEY SCHOOL FOR THE BLIND,
700 ELM STREET, WINNETKA, ILLINOIS
60093 (PRINT, LG. TYPE, BRAILLE,
RECORDS, \$3.95)
PUB DATE - 66 1974. PAES
COLLECTION

DESCRIPTORS - *CAREER EDUCATION;
*CAREER PLANNING; *MANUALS;
VOCATIONAL COUNSELING; *BLIND;
HANDICAPPED STUDENTS; *VISUALLY
HANDICAPPED; INSTRUCTIONAL

MATERIALS; STUDY GUIDES;
RETIREMENT; JOB PLACEMENT;
OCCUPATIONAL INFORMATION;
VOCATIONAL REHABILITATION;
TEXTBOOKS; COURSE CONTENT;
VOCATIONAL DEVELOPMENT; HOME STUDY;
WORKBOOKS

ABSTRACT - WRITTEN BY THE ADMINISTRATOR OF EDUCATION AND PROFESSIONAL PLACEMENT SCIENCES OF THE NEW YORK ASSOCIATION FOR THE BLIND (THE LIGHTHOUSE), THIS MANUAL WAS DESIGNED FOR USE IN A CLASSROOM SITUATION, IN A TUTORIAL SETTING, OR BY A REHABILITATION CENTER AS AN INFORMAL TRAINING PROGRAM. IT ALSO FORMS THE BASIS FOR A CORRESPONDENCE STUDY COURSE AS OFFERED BY THE HADLEY SCHOOL FOR THE BLIND. INCLUDED IN THE MANUAL IS INFORMATION ON EVALUATING THE LABOR MARKET AND THE WORLD OF WORK AND A PRESENTATION OF METHODS AND TECHNIQUES FOR SELECTING A JOB. FOR THOSE WHO LOSE THEIR SIGHT IN ADULTHOOD, SUCH CHAPTERS AS THE ONE ON THE EFFECTS OF BLINDNESS IN PLANNING FOR EMPLOYMENT CAN HELP IN ADJUSTING TO THE NEW ENVIRONMENT OF THE BLIND. OTHER CHAPTERS DEAL WITH TOPICS SUCH AS: (1) WHAT IS A CAREER? (2) FACTORS THAT MAY CONTRIBUTE TO INDIVIDUAL SUCCESS, (3) COMMUNITY RESOURCES, (4) MEASUREMENT AND EVALUATION, (5) SELF-APPRAISAL, (6) SHOULD YOU HAVE HELP IN GETTING A JOB? (7) NEW CAREERS IN BUSINESS OR SELF-EMPLOYMENT, AND (8) PLANNING FOR RETIREMENT. ALSO INCLUDED IS A WORKBOOK FOR CAREER PLANNING. (AUTHOR/JS)

VT 015 688 ED 065 668
ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 3.

OHIO STATE UNIV., COLUMBUS. CENTER
FOR VOCATIONAL AND TECHNICAL
EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
EDRS PRICE MF-\$0.95 HC-\$6.58.
PUB DATE - 72 138P.

DESCRIPTORS - *ABSTRACTS;
 *INSTRUCTIONAL MATERIALS;
 *VOCATIONAL EDUCATION; *TECHNICAL
 EDUCATION; BUSINESS EDUCATION;
 AGRICULTURAL EDUCATION;
 DISTRIBUTIVE EDUCATION; HEALTH
 OCCUPATIONS EDUCATION; HOME
 ECONOMICS EDUCATION; INDUSTRIAL
 ARTS; TRADE AND INDUSTRIAL
 EDUCATION; *INDEXES (LOCATORS);
 CLEARINGHOUSES; CAREER EDUCATION

ABSTRACT - THIS QUARTERLY
 PUBLICATION ANNOUNCES THE
 AVAILABILITY OF INSTRUCTIONAL
 MATERIALS ACQUIRED AND PROCESSED BY
 THE EDUCATIONAL RESOURCES
 INFORMATION CENTER (ERIC)
 CLEARINGHOUSE ON VOCATIONAL AND
 TECHNICAL EDUCATION. IT SHOULD BE
 OF PARTICULAR INTEREST TO TEACHERS,
 CURRICULUM SPECIALISTS,
 SUPERVISORS, AND ADMINISTRATORS
 INVOLVED IN CURRICULUM DEVELOPMENT
 OR THE USE OF INSTRUCTIONAL
 MATERIALS IN THE TEACHING-LEARNING
 SETTING. EACH ABSTRACT, A
 CONDENSATION OF THE REPORT IN ABOUT
 200 WORDS, USUALLY INCLUDES THE
 MEANS USED TO DEVELOP THE MATERIAL,
 THE SETTING FOR USE OF THE
 MATERIAL, AND SOURCE OF AVAILABLE
 COPIES. AUTHOR, SUBJECT, AND
 DOCUMENT NUMBER INDEXES PROVIDE
 ENTRY TO THE ABSTRACTS. MOST OF THE
 DOCUMENTS WHICH HAVE NOT BEEN
 ANNOUNCED IN "RESEARCH IN
 EDUCATION" ARE AVAILABLE AS A
 SEPARATE MICROFICHE SET FROM THE
 ERIC DOCUMENT REPRODUCTION SERVICE
 AS ED 063 502. OTHERS ARE AVAILABLE
 FROM THE SOURCE IDENTIFIED IN THE
 ABSTRACT. (CD)

VT 015 705

A WORKSHOP REPORT ON A PROGRAM FOR
 GENERAL CLERICAL OCCUPATIONS
 CURRICULUM GUIDE (A TRIAL REPORT).

OHIO STATE DEPT. OF EDUCATION,
 COLUMBUS. DIV. OF VOCATIONAL
 EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

BULL-8

INSTRUCTIONAL MATERIALS LABORATORY,
 THE OHIO STATE UNIVERSITY, 1885
 NEIL AVENUE, COLUMBUS, OHIO 43210
 (34.15)

PUB DATE - 71 357P. REPORT
 OF GENERAL CLERICAL CURRICULUM
 WORKSHOP (BOWLING GREEN, OHIO, JUNE
 21-JULY 2, 1971)

DESCRIPTORS - INSTRUCTIONAL
 MATERIALS; *CURRICULUM GUIDES;
 *BUSINESS EDUCATION; BUSINESS
 SUBJECTS; *OFFICE OCCUPATIONS
 EDUCATION; *INTEGRATED CURRICULUM;
 STUDENT DEVELOPED MATERIALS;
 MANUALS; *SIMULATION; GRADE 11;
 GRADE 12; TEACHING PROCEDURES;
 PROGRAM CONTENT; RESOURCE
 MATERIALS; VISUAL AIDS; LEARNING
 LABORATORIES; VOCATIONAL INTERESTS;
 BEHAVIORAL OBJECTIVES; STUDENT
 EVALUATION
 IDENTIFIERS - CAREER AWARENESS;
 BEGINNING COMPETENCE

ABSTRACT - THIS TRIAL EDITION OF AN
 INTERDISCIPLINARY INTEGRATED
 CURRICULUM GUIDE IN BUSINESS AND
 OFFICE OCCUPATIONS EDUCATION
 CONTAINS AN OFFICE SIMULATION GUIDE
 FOR GRADE 12 AND FIVE UNITS FOR
 GRADE 11 GIVING INSTRUCTIONAL
 MATERIALS AND TEACHING PROCEDURES
 FOR: (1) AN INTRODUCTION TO THE
 OFFICE, (2) OFFICE SERVICES, (3)
 BANKING, (4) MONEY MANAGEMENT,
 INSURANCE, AND BOOKKEEPING, AND (5)
 JOB ORIENTATION. SUGGESTIONS ARE
 PROVIDED FOR DEVELOPMENT OF A
 CLERICAL REFERENCE MANUAL BY EACH
 STUDENT, FOR USE DURING THE SENIOR
 PROGRAM AND ON THE JOB. A 3-HOUR
 TIME BLOCK HAS BEEN USED AS A BASIS
 FOR PLANNING THE TIME PERIODS IN
 THE GUIDE. EACH OF THE FIVE GRADE
 11 UNITS INCLUDES BEHAVIORAL
 OBJECTIVES, LEARNING ACTIVITIES
 WITH RATIONALES, AND SUPPLEMENTARY
 MATERIALS SUCH AS STUDENT
 EVALUATION FORMS AND RESOURCE
 LISTS. VISUAL AIDS AND ADDITIONAL
 SOURCE MATERIALS ARE GIVEN IN THE
 GRADE 12 SIMULATION MANUAL.
 REVIEWED BY A GENERAL CLERICAL
 CURRICULUM WORKSHOP OF VOCATIONAL
 AND SENIOR HIGH EDUCATORS, THE
 CURRICULUM GUIDE PROVIDES TEACHING
 SUGGESTIONS AND DETAILED UNIT
 OUTLINES. (AG)

VT 015 710 ED 063 503
 ALLEN, THOMAS R., JR.

COOPERATIVE VOCATIONAL EDUCATION
COORDINATOR'S HANDBOOK. VOLUME II,
OPERATION AND ADMINISTRATION.

MARSHALL UNIV., HUNTINGTON, W.VA.
DEPT. OF VOCATIONAL-TECHNICAL
EDUCATION.

EDRS PRICE MF-\$10.65 HC-\$3.29.
PUB DATE - 72 72P.

DESCRIPTORS - *COOPERATIVE
EDUCATION; *PROGRAM GUIDES; PROGRAM
PLANNING; *PROGRAM ADMINISTRATION;
*PROGRAM COORDINATION; SECONDARY
EDUCATION; ADULT EDUCATION;
LEGISLATION; RESEARCH NEEDS;
ADVISORY COMMITTEES; YOUTH CLUBS;
*PROGRAM EVALUATION; CHECK LISTS
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED AS THE SECOND
PART OF A 2-VOLUME PROGRAM GUIDE,
THIS DOCUMENT SHOULD BE OF
PARTICULAR INTEREST TO COORDINATORS
AND ADMINISTRATORS OF COOPERATIVE
VOCATIONAL EDUCATION PROGRAMS ON
BOTH THE SECONDARY AND POST
SECONDARY LEVELS. MAJOR SECTIONS OF
THE GUIDE ARE: (1) PLANNING
ACTIVITIES FOR COOPERATIVE
VOCATIONAL EDUCATION PROGRAMS, (2)
ADVISORY COMMITTEE, (3) YOUTH
ORGANIZATIONS, (4) EXISTING
VOCATIONAL YOUTH ORGANIZATIONS, (5)
ADULT EDUCATION, (6) FEDERAL AND
STATE LAWS, AND (7) PROVIDING FOR
RESEARCH IN COOPERATIVE VOCATIONAL
EDUCATION. CHECKLISTS FOR THE
EVALUATION OF COOPERATIVE PROGRAMS
AND RELATED SECTIONS OF THE WEST
VIRGINIA STATE PLAN ARE ALSO
INCLUDED. VOLUME I OF THIS PROGRAM
GUIDE IS AVAILABLE AS VT 015 711,
IN THIS ISSUE. (JS)

VT 015 711 ED 063 504
ALLEN, THOMAS R., JR.
COOPERATIVE VOCATIONAL EDUCATION
COORDINATOR'S HANDBOOK. VOLUME I.

MARSHALL UNIV., HUNTINGTON, W.VA.
DEPT. OF VOCATIONAL-TECHNICAL
EDUCATION.

EDRS PRICE MF-\$0.65 HC-\$6.58.
PUB DATE - 72 103P.

DESCRIPTORS - *COOPERATIVE
EDUCATION; *PROGRAM GUIDES;

EDUCATIONAL PHILOSOPHY; EDUCATIONAL
OBJECTIVES; TEACHING METHODS;
TEACHER ROLE; *INSTRUCTOR
COORDINATORS; OCCUPATIONAL
GUIDANCE; *PROGRAM COORDINATION;
PUBLIC RELATIONS; SECONDARY
EDUCATION; POST SECONDARY
EDUCATION; *PROGRAM PLANNING
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED AS THE FIRST
PART OF A 2-VOLUME PROGRAM GUIDE,
THIS DOCUMENT SHOULD BE USEFUL TO
PLANNERS OF COOPERATIVE VOCATIONAL
EDUCATION PROGRAMS IN BOTH THE
SECONDARY AND POST-SECONDARY
EDUCATION LEVELS. DISCUSSED IN THE
PROGRAM GUIDE ARE: (1) THE
PHILOSOPHY AND OBJECTIVES OF
COOPERATIVE VOCATIONAL EDUCATION,
(2) THE ROLE OF THE TEACHER-
COORDINATOR, (3) TEACHING
REQUIREMENTS, (4) THE FUNCTIONS OF
GUIDANCE, (5) COORDINATION
ACTIVITIES, AND (6) PUBLIC
RELATIONS TECHNIQUES. SAMPLES OF
MATERIALS DEALING WITH STUDENT'S
APPLICATION AND PLACEMENT, INTEREST
QUESTIONNAIRE, WEEKLY PRODUCTION
REPORT, AND INSTRUCTOR'S COMMUNITY
SURVEY, TRAINING PLAN, AND
COORDINATION RECORD ARE INCLUDED.
VOLUME II OF THIS PROGRAM GUIDE IS
AVAILABLE AS VT 015 710, IN THIS
ISSUE. (JS)

VT 015 712 ED 063 505
BUSINESS AND OFFICE EDUCATION--
INSTRUCTIONAL MATERIALS.

OHIO STATE UNIV., COLUMBUS. CENTER
FOR VOCATIONAL AND TECHNICAL
EDUCATION.

NATIONAL CENTER FOR EDUCATIONAL
RESEARCH AND DEVELOPMENT (DHEW/OE),
WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$6.58.
OEG-3-7-000158-2037

BIB-SER-9 BR-7-0158
SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402
PUB DATE - 72

128P. COMPILATION OF ABSTRACTS FROM
ABSTRACTS OF INSTRUCTIONAL
MATERIALS IN VOCATIONAL AND
TECHNICAL EDUCATION, 1967-1971.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *ABSTRACTS; *RESOURCE GUIDES; *BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; SECONDARY GRADES; POST SECONDARY GRADES; ADULT EDUCATION; CAREER EDUCATION; *INDEXES (LOCATORS)

ABSTRACT - THIS COMPILATION PRESENTS OVER 200 RESUMES OF INSTRUCTIONAL MATERIALS IN BUSINESS AND OFFICE EDUCATION, WHICH HAVE APPEARED QUARTERLY IN "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM), FALL 1967 THROUGH FALL 1971. RESUMES COVER A BROAD RANGE OF FIELDS AND OCCUPATIONS SUCH AS ACCOUNTING, BOOKKEEPING, BUSINESS ADMINISTRATION, OFFICE MANAGEMENT, RECORDKEEPING, AND STENOGRAPHY. THE RESUMES ARE ARRANGED IN ASCENDING ORDER ACCORDING TO AN ACCESSION NUMBER AND INCLUDE THE FOLLOWING INFORMATION: (1) AUTHOR(S), (2) TITLE, (3) INSTITUTIONAL SOURCE, (4) SPONSORING AGENCY, (5) GRANT, CONTRACT, AND PROGRAM AREA NUMBERS, (6) REPORT AND BUREAU NUMBERS, (7) SOURCES OF AVAILABILITY, (8) DESCRIPTORS AND IDENTIFIERS WHICH CHARACTERIZE THE CONTENTS OF THE DOCUMENT, AND (9) AN ABSTRACT OF THE DOCUMENT. AUTHOR, SUBJECT, AND CONVERSION OF DOCUMENT NUMBER INDEXES ARE INCLUDED TO HELP LOCATE THE ABSTRACTS BY PAGE NUMBER AND ACCESSION NUMBER. THE FULL TEXTS OF DOCUMENTS ARE AVAILABLE FROM THE ORIGINAL SOURCES OR FROM ERIC DOCUMENT REPRODUCTION SERVICE (EDRS) AS MICROFICHE OR XEROX REPRODUCTIONS. A SAMPLE RESUME AND ORDERING INFORMATION FOR AIM AND EDRS REPRODUCTION ARE PROVIDED IN AN INTRODUCTORY SECTION. (SB)

VT 015 715
RESOURCE BIBLIOGRAPHY FOR
VOCATIONAL EDUCATION.

LINCOLN COUNTY SCHOOLS, HAMLIN,
W.VA.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP71 59P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *CATALOGS; ELEMENTARY

GRADES; SECONDARY GRADES; *RESOURCE
UNITS; *AUDIOVISUAL AIDS;
FILMSTRIPS; *BIBLIOGRAPHIES;
INSTRUCTIONAL AIDS; CAREER
EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CATALOG OF RESOURCE MATERIALS FOR CAREER EDUCATION INSTRUCTION PROVIDES A BIBLIOGRAPHY OF BOOKS LISTED ALPHABETICALLY BY AUTHOR, FILM LOOPS, SOUND FILMSTRIPS USING RECORDS AND CASSETTES, KITS, PUZZLES, AND FIELD TRIPS, AS WELL AS A LIST OF FREE AND INEXPENSIVE EDUCATIONAL MATERIALS. DEVELOPED BY THE EXEMPLARY PROJECT STAFF, LINCOLN COUNTY BOARD OF EDUCATION, WEST VIRGINIA, IN SEPTEMBER 1971, THIS SOURCE GUIDE COVERS A WIDE RANGE OF INSTRUCTIONAL MATERIALS, WITH GRADE LEVELS SPECIFIED BY THEIR PUBLISHERS, AVAILABLE FOR LOAN FROM THE CURRICULUM AUDIO-VISUAL CENTER TO EDUCATIONAL PERSONNEL IN LINCOLN COUNTY. THE SUGGESTED FIELD TRIPS ARE GROUPED ACCORDING TO GRADE LEVEL. SUGGESTIONS FROM TEACHERS TO IMPROVE THE GUIDE ARE WELCOMED. (AG)

VT 015 788
INVESTIGATING CAREER OPPORTUNITIES
FOR THE FUTURE. CURRICULUM GUIDE
(TENTATIVE).

LITTLE ROCK PUBLIC SCHOOLS, ARK.
ARKANSAS STATE BOARD OF VOCATIONAL
EDUCATION, LITTLE ROCK.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00385-X-CCEM
PUB DATE - ND 290P.PAES
COLLECTION

DESCRIPTORS - *CURRICULUM GUIDES;
*VOCATIONAL DEVELOPMENT; *SECONDARY
GRADES; LEARNING LABORATORIES;
*SIMULATION; *OCCUPATIONAL
CLUSTERS; TEACHING PROCEDURES;
VISUAL AIDS; BEHAVIORAL OBJECTIVES;
RESOURCE MATERIALS; INDUSTRIAL
ARTS; HOME ECONOMICS; BUSINESS;
OCCUPATIONAL INFORMATION; TESTS;
ANSWER KEYS; INSTRUCTIONAL AIDS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TENTATIVE

CURRICULUM GUIDE ON CAREER EXPLORATION FOR THE JUNIOR HIGH SCHOOL GRADES CONTAINS SIMULATED WORK EXPERIENCES IN LABORATORIES FOR OCCUPATIONAL CLUSTERS IN INDUSTRIAL ARTS, HOME ECONOMICS, AND BUSINESS EDUCATION. DEVELOPED BY A CURRICULUM COMMITTEE OF EDUCATORS IN THESE SUBJECT AREAS, THE UNIT INCLUDES TEACHING PROCEDURES CORRELATED TO RESOURCE MATERIALS SUCH AS HANDOUTS AND TRANSPARENCIES. BEHAVIORAL OBJECTIVES, OCCUPATIONAL INFORMATION, PRE- AND POST-TESTS, AND OTHER EVALUATION METHODS ARE ALSO PROVIDED. ANSWER KEYS ARE GIVEN FOR THE TESTS AND WORKSHEETS. FIVE SUPPLEMENTARY FORMS COMPLETE THE INSTRUCTIONAL MATERIALS. (AG)

VT 015 827 ED 065 670

OFFICIAL OCCUPATIONAL SKILLS PROGRAM HANDBOOK. VOCATIONAL-TECHNICAL EDUCATION. A HANDBOOK FOR THE OCCUPATIONAL SKILLS PROGRAM FOR SPECIAL EDUCATION STUDENTS.

HAWAII STATE DEPT. OF EDUCATION, HONOLULU. OFFICE OF INSTRUCTIONAL SERVICES.

EDRS PRICE MF-\$0.65 HC-\$6.58.

PUB-TAC-72-4221

PUB DATE - 71 129P.

DESCRIPTORS - SECONDARY GRADES; HANDICAPPED STUDENTS; *SPECIAL EDUCATION; SERVICES; *VOCATIONAL DEVELOPMENT; BEHAVIORAL OBJECTIVES; *JOB SKILLS; PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS; PROGRAM EVALUATION; BIBLIOGRAPHIES; *PREVOCATIONAL EDUCATION; GUIDELINES; EMPLOYMENT OPPORTUNITIES; MANUALS; *TEACHING GUIDES; SKILL DEVELOPMENT IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS HANDBOOK, FOR USE IN A PREVOCATIONAL PROGRAM PROVIDING SPECIAL EDUCATION STUDENTS IN HIGH SCHOOL WITH OCCUPATIONAL SKILLS, PROVIDES GUIDELINES AND TEACHING PROCEDURES FOR USE IN IMPLEMENTING A PROGRAM AT DISTRICT OR SCHOOL LEVEL. AN

OVERALL DESCRIPTION OF THE PROGRAM DELINEATES ROLES AND RESPONSIBILITIES OF ALL PROGRAM PARTICIPANTS, AND SUGGESTED OCCUPATIONAL SKILLS UNITS PROVIDE LEARNING ACTIVITIES FOR THE HANDICAPPED, RESOURCE LISTS, AND BEHAVIORAL OBJECTIVES FOR SPECIFIC JOBS WITHIN NINE OCCUPATIONAL CLUSTERS. FOR EACH OF THOSE JOBS OR GROUPS OF JOBS, RELATED SUBJECT AREAS AND MATERIALS LISTS ARE CORRELATED WITH SPECIFIC OCCUPATIONAL EXPERIENCES. PROGRAM EVALUATION SHEETS, A VOCABULARY LIST, A BIBLIOGRAPHY, AND GENERALIZATIONS FOR CAREER EDUCATION COMPLETE THE HANDBOOK, DEVELOPED BY TEACHERS, COUNSELORS, ADMINISTRATORS, AND REPRESENTATIVES FROM ORGANIZED LABOR. (AG)

VT 015 946

COOPERATIVE BUSINESS EDUCATION. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 61P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *BUSINESS EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); TEACHING TECHNIQUES; BIBLIOGRAPHIES; INSTRUCTIONAL INNOVATION; *MONEY MANAGEMENT; BEHAVIORAL OBJECTIVES; BUDGETING; UNEMPLOYMENT INSURANCE; WORKMANS COMPENSATION; INSTRUCTIONAL MATERIALS; INSURANCE PROGRAMS; TAXES; PARLIAMENTARY PROCEDURES; COURSE DESCRIPTIONS; YOUTH CLUBS IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THESE TWO UNITS OF STUDY MAKE UP 45-HOUR COURSE OUTLINES IN COOPERATIVE BUSINESS EDUCATION, ONE COVERING PERSONAL BUDGETING AND FINANCE, AND THE OTHER INTRODUCING THE STUDENT TO COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. BOTH COURSES REQUIRE PRIOR ACCEPTANCE INTO THE COOPERATIVE BUSINESS EDUCATION PROGRAM FOR DADE COUNTY.

DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, THE UNITS HAVE BEEN APPROVED BY THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE. THE MONEY MANAGEMENT COURSE INCLUDES INFORMATION ON SOCIAL SECURITY, UNEMPLOYMENT INSURANCE, WORKMEN'S COMPENSATION, INCOME TAX, AND INSURANCE. THE VOCATIONAL EDUCATION COURSE DISCUSSES THE PROGRAM BACKGROUND, THE VOCATIONAL EDUCATION CLUBS, AND PARLIAMENTARY LAW. TEACHING TECHNIQUES FOR THE UNITS INCLUDE CLASS DISCUSSIONS, LECTURES, DEMONSTRATIONS, RESOURCE SPEAKERS, AND THE USE OF AUDIOVISUAL AIDS. A BIBLIOGRAPHY AND A SAMPLE POST TEST WITH AN ANSWER KEY COMPLETE EACH UNIT. EACH UNIT CONTAINS GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, A CURRICULUM DESCRIPTION, AND A LIST OF SUBTOPICS GIVING SUGGESTED CLASSROOM HOURS. (AG)

VT 015 947

DIVERSIFIED COOPERATIVE TRAINING. COURSE OUTLINE. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 70P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *VOCATIONAL EDUCATION; GRADE 11; GRADE 12; *INDIVIDUALIZED INSTRUCTION; BEHAVIORAL OBJECTIVES; TEACHING TECHNIQUES; OCCUPATIONAL CHOICE; VOCATIONAL INTERESTS; INSTRUCTIONAL AIDS; SKILLED OCCUPATIONS; *INDUSTRIAL EDUCATION; BUSINESS EDUCATION; PROGRAM DESCRIPTIONS; LEARNING ACTIVITIES IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE THREE UNITS OF STUDY MAKING UP 45-HOUR INTRODUCTORY COURSES FOR GRADES 11 AND 12 IN COOPERATIVE VOCATIONAL

EDUCATION INCLUDE AN OVERVIEW OF OCCUPATIONS IN BUSINESS AND INDUSTRY FOR USE WITH THE COURSE ON THE HISTORY AND CONCEPTS OF VOCATIONAL EDUCATION AND A MORE ADVANCED COURSE OUTLINING STEP-BY-STEP TRAINING PROGRAMS FOR INDIVIDUALIZED JOB INSTRUCTION. THIS COURSE ON OCCUPATIONAL SKILLS SPECIFICALLY RELATES CLASSROOM TRAINING TO ON-THE-JOB EXPERIENCE. DEVELOPED BY INSTRUCTIONAL AND SUPERVISORY PERSONNEL, AN ADVISORY COMMITTEE, AND THE VOCATIONAL TEACHER EDUCATION SERVICE, THE UNITS HAVE BEEN APPROVED BY THE DADE COUNTY VOCATIONAL CURRICULUM COMMITTEE. TEACHING TECHNIQUES INCLUDE ROLE PLAYING, LECTURES, DISCUSSIONS, DEMONSTRATIONS, AND THE USE OF AUDIOVISUAL AIDS. INDIVIDUAL PROJECTS, FIELD TRIPS, AND BUZZ SESSIONS ARE ALSO SUGGESTED. EACH COURSE CONTAINS A CURRICULUM DESCRIPTION, PREFACE, GENERAL AND SPECIFIC PERFORMANCE OBJECTIVES, A BIBLIOGRAPHY AND A SAMPLE POST TEST WITH AN ANSWER KEY. THE UNIT SUBTOPICS GIVE SUGGESTED TIME ALLOTMENTS. (AG)

VT 015 953

BUSINESS EDUCATION. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF INSTRUCTION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 203P.

DESCRIPTORS - *BUSINESS EDUCATION; *BUSINESS SKILLS; BEHAVIORAL OBJECTIVES; *COURSE DESCRIPTIONS; *UNITS OF STUDY (SUBJECT FIELDS); CURRICULUM GUIDES; *TEACHING GUIDES; SECONDARY GRADES; PRACTICAL MATHEMATICS; RESOURCE MATERIALS; TYPEWRITING; VISUAL AIDS; BOOKKEEPING; STENOGRAPHY; TRANSPORTATION; TEACHING PROCEDURES; TESTING; ANSWER KEYS IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THESE SEVEN UNITS OF STUDY MAKING UP SEPARATE TEACHING GUIDES FOR BUSINESS EDUCATION COURSES ON THE SECONDARY LEVEL

INCLUDE INTRODUCTIONS TO BOOKKEEPING, MACHINE SHORTHAND THEORY, TYPING, AND BUSINESS MATH. MORE ADVANCED UNITS IN TYPING AND MATH SKILLS IN BUSINESS ARE ALSO PROVIDED. AN INNOVATIVE UNIT ON TRANSPORTATION COMPLETES THIS SET OF CURRICULUMS. WRITTEN BY VARIOUS EDUCATORS AND APPROVED BY A BUSINESS EDUCATION ADVISORY COMMITTEE FOR DADE COUNTY, FLORIDA, EACH GUIDE CONTAINS COURSE DESCRIPTIONS, ENROLLMENT GUIDELINES, TEACHING SUGGESTIONS, PERFORMANCE OBJECTIVES, AND AN OUTLINE OF COURSE CONTENT. IDEAS FOR LEARNING ACTIVITIES AND EVALUATION PROCEDURES, TOGETHER WITH STUDENT AND TEACHER DIRECTED RESOURCE LISTS, COMPLETE THE INSTRUCTIONAL MATERIALS. SUPPLEMENTARY MATERIALS INCLUDE A WIDE RANGE OF UNIT TESTS WITH ANSWER KEYS AND SEVERAL SAMPLE VISUAL AIDS. (AG)

VT 015 959

PILUSO, GENEVIEVE
SECRETARIAL CLUSTER PROGRAM.

LERANON UNION HIGH SCHOOL, ORE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 33P.PAES
COLLECTION

DESCRIPTORS - *OCCUPATIONAL CLUSTERS; *SECRETARIES; EDUCATIONAL OBJECTIVES; *RESOURCE MATERIALS; VISUAL AIDS; *OFFICE OCCUPATIONS EDUCATION; *PROGRAM DESCRIPTIONS; CURRICULUM GUIDES; COMMUNICATIONS; COOPERATIVE PROGRAMS; ON THE JOB TRAINING; JOB APPLICATION; SIMULATION
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS SPIRAL BOUND RESOURCE GUIDE, WRITTEN BY A HIGH SCHOOL TEACHER FOR A SECRETARIAL CLUSTER PROGRAM, PRESENTS GENERAL AND SPECIFIC COURSE AND BEHAVIORAL OBJECTIVES, A LIST OF SECRETARIAL OCCUPATIONS, STUDENT APPLICATION FORMS, AND EMPLOYER WORK EXPERIENCE FORMS. VOCATIONAL COURSES IN THE SECRETARIAL FIELD ARE DESCRIBED,

FOCUSING ON A COURSE IN SECRETARIAL PRACTICE. THIS CURRICULUM OUTLINES BUSINESS MACHINES NEEDED, TEACHING PROCEDURES, AND COURSE REQUIREMENTS. STUDENTS WILL COMPILE A HANDBOOK, WORK IN A SIMULATED MODEL OFFICE, AND ACQUIRE COOPERATIVE ON-THE-JOB WORK EXPERIENCE. PROCEDURES FOR FIELD TRIPS AND DETAILS OF OFFICE SIMULATION ARE DISCUSSED. DIAGRAMS ILLUSTRATE THE TEXT. (AG)

VT 015 987

PROGRAM DEVELOPMENT FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION. SUMMARY REPORT OF 1970 SUMMER PROGRAM.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 41P.

DESCRIPTORS - *DISADVANTAGED YOUTH; *COURSE DESCRIPTIONS; *PROGRAM DEVELOPMENT; *UNITS OF STUDY (SUBJECT FIELDS); CHECK LISTS; BEHAVIORAL OBJECTIVES; EVALUATION CRITERIA; *VOCATIONAL EDUCATION; DELINQUENT IDENTIFICATION; DROPOUT IDENTIFICATION; INDUSTRIAL EDUCATION; APPLIANCE REPAIRING; HOME FURNISHINGS
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PROJECT REPORT OF A 1970 SUMMER PROGRAM, INTENDED TO AID EARLY TEACHER IDENTIFICATION OF DISADVANTAGED STUDENTS AND TO PREPARE INSTRUCTIONAL MATERIALS AND PROCEDURES FOR USE BY DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, PROVIDES A BASIS FOR FURTHER EXPANSION OF MATERIALS IN THIS AREA. A TWO-PAGE CHECKLIST OF GENERAL AND SPECIFIC CHARACTERISTICS CONTRIBUTING TO IDENTIFICATION OF THE DISADVANTAGED STUDENT HAS BEEN EVOLVED. VOCATIONAL EDUCATION UNITS WITHIN SPECIFIC INSTRUCTIONAL AREAS IN AGRICULTURE, BUSINESS AND INDUSTRY, OFFICE OCCUPATIONS, AND HOME ECONOMICS ARE BRIEFLY DESCRIBED. SLIDE-TAPE PRESENTATIONS CONSTITUTE

THE MAJOR TEACHING APPROACHES. SUGGESTED TEACHING ACTIVITIES AND OPTIONS ARE LISTED WITHIN EACH SHORT UNIT OUTLINE. A MORE DETAILED INDUSTRIAL EDUCATION UNIT INCLUDES GENERAL AND SPECIFIC GOALS AND OBJECTIVES INVOLVING STUDENT PERFORMANCE OF HOME MAINTENANCE TASKS, WITH ACTIVITIES RELATED TO THE UPKEEP OF FURNITURE AND ELECTRICAL APPLIANCES. COMMENTS BY THE 11 MEMBERS OF THE "PROJECT 22" COMMITTEE ARE INCLUDED. THE PROJECT GROUP CONSISTED OF AN ASSISTANT SUPERINTENDENT, A SUPERVISOR, A PROJECT LEADER, AND OTHER EDUCATORS IN VOCATIONAL EDUCATION. (AG)

VT 016 002

WORK EXPERIENCE EDUCATION:
MISCELLANEOUS LAP SHEETS.

FULLERTON UNION HIGH SCHOOL
DISTRICT, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 69P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *WORK EXPERIENCE PROGRAMS; *SECONDARY GRADES; *LEARNING ACTIVITIES; SELF CONCEPT; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL MATERIALS; VOCATIONAL DEVELOPMENT; *VOCATIONAL INTERESTS; JOB APPLICATION; HUMANITIES; EMPLOYMENT INTERVIEWS; EMPLOYEE ATTITUDES; CAREER CHANGE IDENTIFIERS - CAREER AWARENESS; LEARNING ACTIVITY PACKAGES; LAPS

ABSTRACT - THIS GROUP OF SEVEN SEPARATE GUIDES FOR VOCATIONAL ORIENTATION BRIEFLY DESCRIBES LEARNING ACTIVITIES IN A SENIOR HIGH WORK EXPERIENCE PROGRAM INVOLVING SELF ASSESSMENT TO ACHIEVE CAREER GOALS. A RATIONALE, PERFORMANCE OBJECTIVES, PRE- AND POST-TESTS WITH ANSWER KEYS, AND AN ACTIVITY OUTLINE ARE PROVIDED FOR EACH BOOKLET. A WIDE RANGE OF TOPICS INCLUDES JOB INTERVIEWS, EMPLOYEE ATTITUDES, JOB CHANGING, AND RELATIONSHIPS WITH CO-WORKERS. (AG)

VT 016 005

SPECIAL NEEDS PROGRAM. AN

INSTRUCTIONAL PROGRAM FOR THE MENTALLY, PHYSICALLY AND SOCIALLY HANDICAPPED INDIVIDUALS IN GENESEE COUNTY, MICHIGAN.

GENESEE AREA SKILL CENTER, FLINT, MICH.
MICHIGAN STATE DEPT. OF EDUCATION,
LANSING.; OFFICE OF EDUCATION
(DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN72 113P.

DESCRIPTORS - *SPECIAL EDUCATION; SPECIAL PROGRAMS; *PROGRAM DESCRIPTIONS; *UNITS OF STUDY (SUBJECT FIELDS); *HANDICAPPED STUDENTS; BEHAVIORAL OBJECTIVES; GUIDELINES; STUDENT EVALUATION; PROGRAM EVALUATION; HUMAN SERVICES; RESOURCE MATERIALS; SECONDARY GRADES; CAREER PLANNING; VOCATIONAL DEVELOPMENT; *PREVOCATIONAL EDUCATION IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS REPORT DESCRIBES A PROGRAM IN VOCATIONAL PREPARATION FOR SEMI-SKILLED OCCUPATIONS GEARED TOWARD THE HANDICAPPED STUDENT WITH SPECIAL NEEDS. INTENDED FOR USE AS A RESOURCE GUIDE AS WELL AS A PROGRESS REPORT FOR THIS PREVOCATIONAL PROGRAM, THE UNIT PRESENTS GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING GUIDELINES, AND STUDENT EVALUATION SHEETS. CURRICULUM OUTLINES FOR 10 SUBJECT AREAS WITH OPERATIONAL NOTES ARE GIVEN. THESE INSTRUCTIONAL UNITS COVER A WIDE RANGE OF TOPICS SUCH AS DRIVER EDUCATION, MECHANICAL OCCUPATIONS, AND HEALTH OCCUPATIONS. PHOTOGRAPHS ILLUSTRATE THE TEXT. (AG)

VT 016 050

BOOKKEEPING I AND BOOKKEEPING II (MECHANIZED ACCOUNTING). COURSE OF STUDY.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DEPT. OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000776
PUB DATE - JUL71 134P. PAES

COLLECTION

DESCRIPTORS - *CURRICULUM GUIDES;
BIBLIOGRAPHIES; BEHAVIORAL
OBJECTIVES; RESOURCE MATERIALS;
*BOOKKEEPING; *VOCATIONAL
EDUCATION; EVALUATION TECHNIQUES;
LEARNING ACTIVITIES; TEACHING
PROCEDURES; *BUSINESS SUBJECTS;
*ACTIVITY UNITS; VOCATIONAL
DEVELOPMENT; DEVELOPMENTAL
PROGRAMS; SECONDARY GRADES
IDENTIFIERS - BEGINNING COMPETENCE;
CAREER AWARENESS; EDUCATIONAL
AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE
FOR TWO DEVELOPMENTAL OCCUPATIONAL
PREPARATION COURSES IN BOOKKEEPING
FOR THE SECONDARY GRADES PROVIDES
ACTIVITY UNITS FOCUSING ON A WIDE
RANGE OF BUSINESS SUBJECTS RELATED
TO DATA PROCESSING, ACCOUNTING, AND
FINANCE. GENERAL PROGRAM OBJECTIVES
AND A RESOURCE LIST PRECEDE THE 15
UNITS OF STUDY, EACH INCLUDING
SPECIFIC BEHAVIORAL OBJECTIVES, A
SUGGESTED TIME ALLOTMENT, AND
RESOURCE MATERIALS. GENERALIZATIONS
ARE CORRELATED WITH SUGGESTED
LEARNING ACTIVITIES FOR EACH UNIT,
AND A BIBLIOGRAPHY IS GIVEN. THE
INTRODUCTORY RATIONALE STATES THAT
THE BEGINNING BOOKKEEPING COURSE
PROVIDES BACKGROUND REQUIREMENTS
FOR SOME ENTRY LEVEL POSITIONS AND
THE MORE ADVANCED COURSE PROVIDES
TRAINING FOR FURTHER STUDY OF
ACCOUNTING OR IMMEDIATE POST-
GRADUATE EMPLOYMENT. THIS GUIDE WAS
DEVELOPED BY A CURRICULUM COMMITTEE
OF SUPERVISORS, ADMINISTRATORS, AND
OTHER EDUCATORS IN BUSINESS
EDUCATION AND CURRICULUM
DEVELOPMENT. (AG)

VT 016 100

BUSINESS LAW. A COURSE OF STUDY FOR
SENIOR HIGH SCHOOLS.

LOS ANGELES CITY SCHOOLS, CALIF.
DIV. OF INSTRUCTIONAL PLANNING AND
SERVICES.

MF AVAILABLE IN VT-ERIC SET.

PUB-SC-630

PUB DATE - 67 46P.

DESCRIPTORS - *CURRICULUM GUIDES;

*SECONDARY GRADES; *BUSINESS
EDUCATION; *LAW INSTRUCTION; GRADE
12; *LEARNING ACTIVITIES;
BEHAVIORAL OBJECTIVES; RESOURCE
MATERIALS; GOVERNMENT
(ADMINISTRATIVE BODY); VOCABULARY;
REVIEW (REEXAMINATION)
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE
FOR A SEMESTER-LENGTH GRADE 12
COURSE IN BUSINESS LAW INCLUDES 11
UNITS OF STUDY, EACH WITH SPECIFIC
OBJECTIVES, COURSE OUTLINE,
LEARNING ACTIVITIES, VOCABULARY
LISTS, AND QUESTIONS FOR REVIEW AND
EVALUATION. A LIST OF EIGHT GENERAL
COURSE OBJECTIVES PRECEDES A
SUGGESTED TIME SCHEDULE, RESOURCE
LISTS, AND A DESCRIPTION OF A MOOT
CASE FOR ROLE PLAYING. THE UNIT
TOPICS RANGE FROM PROPERTY LAWS TO
EMPLOYER EMPLOYEE RELATIONS. THIS
GUIDE WAS DEVELOPED BY A CURRICULUM
COMMITTEE OF HIGH SCHOOL TEACHERS
AND A CURRICULUM CONSULTANT. (AG)

VT 016 115

CONSUMER EDUCATION PROGRAMMED
LEARNING INSTRUCTION IN
INSTRUCTOR'S HANDBOOK.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI
EPSILON.

MF AVAILABLE IN VT-ERIC SET.
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$5.50)
PUB DATE - 70 33P. PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*TEACHING GUIDES; *PROGRAMED
INSTRUCTION; *TEACHING PROCEDURES;
*BEHAVIORAL OBJECTIVES; SECONDARY
GRADES; MARKETING; MANUALS;
CONSUMER ECONOMICS
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS TEACHING MANUAL IS
FOR USE WITH A SERIES OF CONSUMER
EDUCATION PROGRAMED INSTRUCTION
UNITS, AVAILABLE AS VT 016 116
THROUGH VT 016 129 IN THIS ISSUE.
IT PROVIDES SUGGESTIONS FOR THE
TEACHER ON PROCEDURES FOR USING THE

PROGRAMED STUDY MATERIALS AND BEHAVIORAL OBJECTIVES FOR EACH UNIT. BEHAVIORAL GOALS IN THE FORM OF GENERAL PRINCIPLES OF CONSUMER PURCHASING ARE DETAILED. THESE UNITS, DEVELOPED BY AN HONORARY BUSINESS FRATERNITY, WERE FIELD TESTED IN GRADES 9 THROUGH 12. (AG)

VT 016 116

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN GENERAL PRINCIPLES OF CONSUMER PURCHASING. UNIT I.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$5.50)
PUB DATE - 70 25P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; VISUAL AIDS; MARKETING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FIRST UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH GENERAL PRINCIPLES OF CONSUMER PURCHASING. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 127 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 117

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUDGETING AND MANAGING MONEY. UNIT II.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,

GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$5.50)
PUB DATE - 70 20P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; *BUDGETING; MARKETING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SECOND UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUDGETING AND MONEY MANAGEMENT. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 87 RESPONSES, FOR WHICH AN ANSWER KEY IS PROVIDED. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 118

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN USING CONSUMER CREDIT WISELY. UNIT III.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.
CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$5.50)
PUB DATE - 70 19P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; *CREDIT (FINANCE); MARKETING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS THIRD UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH USING CONSUMER CREDIT WISELY. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 71 RESPONSES,

FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 119

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS (FOOD). UNIT IV, PART I.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 (\$1.00)
PUB DATE - 70 39P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *FOOD; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART I) IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING FOOD. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 140 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 120

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS (CLOTHING). UNIT IV, PART II.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 (\$.50)
PUB DATE - 70 31P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER

ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *CLOTHING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART II) IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING CLOTHING. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 182 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 121

CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS (HOUSEHOLD FURNISHINGS AND APPLIANCES). UNIT IV, PART III.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.

MF AVAILABLE IN VT-ERIC SET.

CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 (\$.50)
PUB DATE - 70 36P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *HOME FURNISHINGS; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART III) IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING HOUSEHOLD FURNISHINGS AND APPLIANCES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 125 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 122
CONSUMER EDUCATION PROGRAMMED

LEARNING INSTRUCTION IN BUYING SERVICES. UNIT V.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI
EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$5.50)
PUB DATE - 70 23P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER
ECONOMICS; *MONEY MANAGEMENT;
ANSWER KEYS; STUDENT CENTERED
CURRICULUM; MARKETING; HUMAN
SERVICES; *SERVICES; SECONDARY
GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FIFTH UNIT IN A
SERIES OF 12 ON CONSUMER EDUCATION
CONTAINS PROGRAMED LEARNING
MATERIALS WHICH DEAL WITH BUYING
SERVICES. WRITTEN IN NARRATIVE FORM
WITH SPACES FOR ANSWERS, THE UNIT
REQUIRES THE STUDENT TO FILL IN 115
RESPONSES, FOR WHICH AN ANSWER KEY
IS GIVEN. THESE UNITS WERE
DEVELOPED BY AN HONORARY BUSINESS
FRATERNITY. (AG)

VT 016 123
CONSUMER EDUCATION PROGRAMMED
LEARNING INSTRUCTION IN PURCHASING
AND MAINTAINING AUTOMOTIVE PRODUCTS
AND SERVICES. UNIT VI.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI
EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$5.50)
PUB DATE - 70 30P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER
ECONOMICS; *MONEY MANAGEMENT;
ANSWER KEYS; STUDENT CENTERED
CURRICULUM; MARKETING; *MOTOR
VEHICLES; SECONDARY GRADES

IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SIXTH UNIT IN A
SERIES OF 12 ON CONSUMER EDUCATION
CONTAINS PROGRAMED LEARNING
MATERIALS WHICH DEAL WITH
AUTOMOTIVE PURCHASING AND UPKEEP.
WRITTEN IN NARRATIVE FORM WITH
SPACES FOR ANSWERS, THE UNIT
REQUIRES THE STUDENT TO FILL IN 178
RESPONSES FOR WHICH AN ANSWER KEY
IS GIVEN. THESE UNITS WERE
DEVELOPED BY AN HONORARY BUSINESS
FRATERNITY. (AG)

VT 016 124
CONSUMER EDUCATION PROGRAMMED
LEARNING INSTRUCTION IN USING
LEISURE TIME, ENERGY, AND MONEY.
UNIT VII.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI
EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$5.50)
PUB DATE - 70 15P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER
ECONOMICS; *MONEY MANAGEMENT;
ANSWER KEYS; STUDENT CENTERED
CURRICULUM; MARKETING; *LEISURE
TIME; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SEVENTH UNIT IN A
SERIES OF 12 ON CONSUMER EDUCATION
CONTAINS PROGRAMED LEARNING
MATERIALS WHICH DEAL WITH USING
LEISURE TIME WISELY. WRITTEN IN
NARRATIVE FORM WITH SPACES FOR
ANSWERS, THE UNIT REQUIRES THE
STUDENT TO FILL IN 46 RESPONSES FOR
WHICH AN ANSWER KEY IS GIVEN. THESE
UNITS, WERE DEVELOPED BY AN
HONORARY BUSINESS FRATERNITY. (AG)

VT 016 125
CONSUMER EDUCATION PROGRAMMED
LEARNING INSTRUCTION IN HOUSING.
UNIT VIII.

NORTHERN ILLINOIS UNIV., DEKALB.

ALPHA PHI CHAPTER OF DELTA PI
EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$1.50)
PUB DATE - 70 31P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER
ECONOMICS; *MONEY MANAGEMENT;
ANSWER KEYS; STUDENT CENTERED
CURRICULUM; MARKETING; *HOUSING;
SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS EIGHTH UNIT IN A
SERIES OF 12 ON CONSUMER EDUCATION
CONTAINS PROGRAMED LEARNING
MATERIALS WHICH DEAL WITH HOUSING.
WRITTEN IN NARRATIVE FORM WITH
SPACES FOR ANSWERS, THE UNIT
REQUIRES THE STUDENT TO FILL IN 133
RESPONSES, FOR WHICH AN ANSWER KEY
IS GIVEN. THESE UNITS WERE
DEVELOPED BY AN HONORARY BUSINESS
FRATERNITY. (AG)

VT 016 126
CONSUMER EDUCATION PROGRAMMED
LEARNING INSTRUCTION IN MAKING USE
OF INSURANCE. UNIT IX.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI
EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$1.00)
PUB DATE - 70 68P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER
ECONOMICS; *MONEY MANAGEMENT;
ANSWER KEYS; STUDENT CENTERED
CURRICULUM; MARKETING; *INSURANCE
PROGRAMS; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS NINTH UNIT IN A
SERIES OF 12 ON CONSUMER EDUCATION
CONTAINS PROGRAMED LEARNING
MATERIALS WHICH DEAL WITH USING

INSURANCE. WRITTEN IN NARRATIVE
FORM WITH SPACES FOR ANSWERS, THE
UNIT REQUIRES THE STUDENT TO FILL
IN 360 RESPONSES FOR WHICH AN
ANSWER KEY IS GIVEN. THESE UNITS
WERE DEVELOPED BY AN HONORARY
BUSINESS FRATERNITY. (AG)

VT 016 127
CONSUMER EDUCATION PROGRAMMED
LEARNING INSTRUCTION IN SAVINGS AND
INVESTMENTS. UNIT X.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI
EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$1.00)
PUB DATE - 70 53P.PAES
COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
*PROGRAMED MATERIALS; *CONSUMER
ECONOMICS; *MONEY MANAGEMENT;
ANSWER KEYS; STUDENT CENTERED
CURRICULUM; MARKETING; *INVESTMENT;
SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS 10TH UNIT IN A
SERIES OF 12 ON CONSUMER EDUCATION
CONTAINS PROGRAMED LEARNING
MATERIALS WHICH DEAL WITH SAVINGS
AND INVESTMENTS. WRITTEN IN
NARRATIVE FORM WITH SPACES FOR
ANSWERS, THE UNIT REQUIRES THE
STUDENT TO FILL IN 227 RESPONSES,
FOR WHICH AN ANSWER KEY IS GIVEN.
THESE UNITS WERE DEVELOPED BY AN
HONORARY BUSINESS FRATERNITY. (AG)

VT 016 128
CONSUMER EDUCATION PROGRAMMED
LEARNING INSTRUCTION IN CONSUMER
TAXES. UNIT XI.

NORTHERN ILLINOIS UNIV., DEKALB.
ALPHA PHI CHAPTER OF DELTA PI
EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE,
GUSTAVUS ADOLPHUS COLLEGE, ST.
PETER, MINNESOTA 56082 (\$1.00)
PUB DATE - 70 40P.PAES

COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
 PROGRAMED MATERIALS; *CONSUMER
 ECONOMICS; *MONEY MANAGEMENT;
 ANSWER KEYS; STUDENT CENTERED
 CURRICULUM; MARKETING; *TAXES;
 SECONDARY GRADES
 IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS 11TH UNIT IN A
 SERIES OF 12 ON CONSUMER EDUCATION
 CONTAINS PROGRAMED LEARNING
 MATERIALS WHICH DEAL WITH CONSUMER
 TAXES. WRITTEN IN NARRATIVE FORM
 WITH SPACES FOR ANSWERS, THE UNIT
 REQUIRES THE STUDENT TO FILL IN 229
 RESPONSES, FOR WHICH AN ANSWER KEY
 IS GIVEN. THESE UNITS, WERE
 DEVELOPED BY AN HONORARY BUSINESS
 FRATERNITY, (AG)

VT 016 129

CONSUMER EDUCATION PROGRAMMED
 LEARNING INSTRUCTION IN CONSUMER
 RIGHTS AND RESPONSIBILITIES. UNIT
 XII.

NORTHERN ILLINOIS UNIV., DEXALB.
 ALPHA PHI CHAPTER OF DELTA PI
 EPSILON.

MF AVAILABLE IN VT-ERIC SET.
 CVTE-000799

DELTA PI EPSILON NATIONAL OFFICE,
 GUSTAVUS ADOLPHUS COLLEGE, ST.
 PETER, MINNESOTA 56082 (\$5.50)
 PUB DATE - 70 23P.PAES
 COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION;
 *PROGRAMED MATERIALS; *CONSUMER
 ECONOMICS; *MONEY MANAGEMENT;
 ANSWER KEYS; STUDENT CENTERED
 CURRICULUM; MARKETING; SECONDARY
 GRADES
 IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS LAST UNIT IN A
 SERIES OF 12 ON CONSUMER EDUCATION
 CONTAINS PROGRAMED LEARNING
 MATERIALS WHICH DEAL WITH CONSUMER
 RIGHTS AND RESPONSIBILITIES.
 WRITTEN IN NARRATIVE FORM WITH
 SPACES FOR ANSWERS, THE UNIT
 REQUIRES THE STUDENT TO FILL IN 70
 RESPONSES, FOR WHICH AN ANSWER KEY
 IS GIVEN. THESE UNITS WERE
 DEVELOPED BY AN HONORARY

FRATERNITY. (AG)

VT 016 137

ED 064 518

A HANDBOOK FOR BUSINESS EDUCATION
 IN IOWA.

IOWA BUSINESS EDUCATION
 ASSOCIATION.; IOWA STATE DEPT. OF
 PUBLIC INSTRUCTION, DES MOINES.
 EDRS PRICE MF-\$0.65 HC-\$9.87.
 IOWA STATE DEPARTMENT OF PUBLIC
 INSTRUCTION, GRIMES STATE OFFICE
 BUILDING, DES MOINES, IOWA 50319
 (\$4.00; PAYMENT WITH ORDER)
 PUB DATE - 72 203P.

DESCRIPTORS - *BUSINESS EDUCATION;
 *ARTICULATION (PROGRAM);
 EDUCATIONAL PHILOSOPHY; EDUCATIONAL
 PROGRAMS; EDUCATIONAL OBJECTIVES;
 PROGRAM GUIDES; *MANUALS;
 DISTRIBUTIVE EDUCATION; SECONDARY
 EDUCATION; POST SECONDARY
 EDUCATION; TEACHER CERTIFICATION;
 TAXONOMY; DEFINITIONS; *CURRICULUM
 DEVELOPMENT; *PROGRAM DESCRIPTIONS
 IDENTIFIERS - IOWA

ABSTRACT - DEVELOPED BY POOLING THE
 KNOWLEDGE AND EXPERIENCE OF
 BUSINESS EDUCATION TEACHERS
 THROUGHOUT THE STATE, THIS PROGRAM
 GUIDE AND MANUAL SHOULD BE USEFUL
 TO BOTH TEACHERS AND ADMINISTRATORS
 IN ARTICULATING AND OPERATING
 BUSINESS EDUCATION PROGRAMS. MAJOR
 SECTIONS CONCERN: (1) A CAPSULE
 HISTORY OF IOWA BUSINESS EDUCATION,
 (2) PHILOSOPHY AND RELATED
 PRINCIPLES OF BUSINESS EDUCATION,
 HELPFUL IN DEVELOPING VARIOUS
 LEVELS OF PROGRAMS, (3) GENERAL
 RESPONSIBILITIES OF BUSINESS
 EDUCATION, THE ADVISORY COMMITTEE,
 EVALUATION, PUBLIC RELATIONS, ETC.,
 (4) CURRICULUMS IN THE BUSINESS
 PROGRAMS OF A SECONDARY SCHOOL, (5)
 POST SECONDARY PROGRAM TRENDS IN
 IOWA, INCLUDING IDEAS ON COURSE
 IMPLEMENTATION AND SEVERAL
 BIBLIOGRAPHIES, AND (6) AN APPENDIX
 INCLUDING INFORMATION ON TEACHER
 CERTIFICATION, A TAXONOMY SYSTEM
 FOR BUSINESS EDUCATION, AND
 DEFINITIONS OF BUSINESS EDUCATION
 TERMS. ALTHOUGH EACH EDUCATIONAL
 LEVEL IS COVERED, PRIMARY EMPHASIS
 IS GIVEN TO SECONDARY SCHOOLS,

WHOSE BUSINESS PROGRAMS COVER ALL OF IOWA. STUDENTS, COUNSELORS, CURRICULUM COMMITTEES, SCHOOL BOARD MEMBERS, AND THE INTERESTED PUBLIC WILL FIND THIS HANDBOOK INFORMATIVE FOR THEIR OWN PURPOSES. (JS)

VT 016 159

WHETSTINE, GLADYS, AND OTHERS
COOPERATIVE OFFICE EDUCATION; A
COURSE OF STUDY.

OKLAHOMA STATE DEPT. OF VOCATIONAL
AND TECHNICAL EDUCATION,
STILLWATER.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 633P.

DESCRIPTORS - *CURRICULUM GUIDES;
GRADE 12; *COOPERATIVE EDUCATION;
*BUSINESS EDUCATION; *VOCATIONAL
DEVELOPMENT; TRANSPARENCIES;
WORKSHEETS; LEARNING ACTIVITIES;
TEACHING PROCEDURES; *INSTRUCTIONAL
MATERIALS; STUDENT TESTING; ANSWER
KEYS; PERSONALITY DEVELOPMENT;
BEHAVIORAL OBJECTIVES;
TELECOMMUNICATION; MONEY MANAGEMENT
IDENTIFIERS - CAREER AWARENESS;
BEGINNING COMPETENCE; ECONOMIC
AWARENESS

ABSTRACT - THIS COMPREHENSIVE STATE
CURRICULUM GUIDE FOR A GRADE 12
COOPERATIVE OFFICE EDUCATION COURSE
DEALS WITH CAREER DECISIONS,
PERSONAL DEVELOPMENT, BUSINESS
BEHAVIOR, COMMUNICATION SERVICES,
MONEY MANAGEMENT, AND LEADERSHIP. A
WIDE VARIETY OF COLOR-KEYED
INSTRUCTIONAL MATERIALS INCLUDES
TRANSPARENCIES, STUDENT WORKSHEETS,
BACKGROUND INFORMATION, TESTS, AND
ANSWER KEYS. BEHAVIORAL OBJECTIVES,
LEARNING ACTIVITIES, AND TEACHING
PROCEDURES ARE INCLUDED FOR EACH
UNIT. DEVELOPED BY TWO SENIOR HIGH
TEACHER-COORDINATORS AND A
CURRICULUM SPECIALIST, THIS GUIDE
OFFERS IN-DEPTH PREPARATION FOR THE
BUSINESS WORLD. (AG)

VT 016 205

BIBLIOGRAPHY--CAREER BROCHURES.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 13P.

DESCRIPTORS - *BIBLIOGRAPHIES;
*PAMPHLETS; *CAREER EDUCATION;
*OCCUPATIONAL CLUSTERS; REFERENCE
MATERIALS; *SERVICES; VOCATIONAL
DEVELOPMENT; CAREER OPPORTUNITIES;
CAREER PLANNING; SECONDARY
EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF
CAREER EDUCATION BROCHURES LISTS
REFERENCE MATERIALS WITH ADDRESSES
FOR 14 OCCUPATIONAL CLUSTERS.
PRICES ARE GIVEN FOR SOME OF THE
PAMPHLETS. THE OCCUPATIONAL
CLUSTERS ARE ALPHABETICALLY LISTED
AND COVER A WIDE RANGE OF
VOCATIONS, FROM AGRICULTURE TO
TRANSPORTATION SERVICES. (AG)

VT 016 230

THE OFFICE AND YOU...CAREERS.

ADMINISTRATIVE MANAGEMENT SOCIETY,
WILLOW GROVE, PA.; BUSINESS
EQUIPMENT MANUFACTURERS
ASSOCIATION, NEW YORK, N.Y.
MF AVAILABLE IN VT-ERIC SET.
ADMINISTRATIVE MANAGEMENT SOCIETY,
WILLOW GROVE, PA 19090 (\$1.00)
PUB DATE - ND 26P.

DESCRIPTORS - *OFFICE OCCUPATIONS;
*CAREER EDUCATION; *PAMPHLETS;
*CAREER OPPORTUNITIES; *VOCATIONAL
DEVELOPMENT; FRINGE BENEFITS;
RESOURCE MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PAMPHLET DESCRIBES
CAREER OPPORTUNITIES IN OFFICE
WORK, EMPHASIZING INNOVATIVE
EQUIPMENT AND CURRENT OFFICE
PRACTICES. JOB BENEFITS ARE
INCLUDED, AS WELL AS LISTS OF
ASSOCIATIONS AND BUSINESS
MAGAZINES. PHOTOGRAPHS ILLUSTRATE
THE TEXT. (AG)

VT 016 273

HARTMAN, DUANE E.
OFFICE-CLERICAL CLUSTER PROGRAM.

LEBANON UNION HIGH SCHOOL, OREG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - SECONDARY GRADES;

*OCCUPATIONAL CLUSTERS; *OFFICE OCCUPATIONS EDUCATION; *CLERICAL OCCUPATIONS; BEHAVIORAL OBJECTIVES; COURSE DESCRIPTIONS; COOPERATIVE EDUCATION; *WORK EXPERIENCE PROGRAMS; VOCATIONAL DEVELOPMENT; *BUSINESS EDUCATION IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SPIRAL BOUND GUIDE FOR A HIGH SCHOOL COOPERATIVE WORK EXPERIENCE PROGRAM FOR VOCATIONAL PREPARATION COVERS THE OCCUPATIONAL CLUSTER OF OFFICE AND CLERICAL JOBS. GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES PRECEDE THE SHORT COURSE DESCRIPTIONS AND BRIEF COURSE OUTLINES. RESOURCE MATERIALS INCLUDE A STUDENT INTERVIEW SHEET, LINE DIAGRAMS, AN APPLICATION FOR THE PROGRAM, AND A STUDENT EVALUATION SHEET FOR HIS EMPLOYER. THIS GUIDE WAS WRITTEN BY A HIGH SCHOOL TEACHER. (AG)

VT 016 285

FIND A CAREER THAT COUNTS--IN HOSPITAL FINANCIAL MANAGEMENT.

HOSPITAL FINANCIAL MANAGEMENT ASSOCIATION, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
HOSPITAL FINANCIAL MANAGEMENT ASSOCIATION, 840 N. LAKE SHORE DR.
CHICAGO, ILLINOIS 60611
PUB DATE - ND 28P.

DESCRIPTORS - PAMPHLETS;
*OCCUPATIONAL INFORMATION;
SECONDARY GRADES; *CAREER OPPORTUNITIES; *HOSPITAL PERSONNEL;
*FINANCE OCCUPATIONS; RESOURCE MATERIALS; VOCATIONAL DEVELOPMENT; VOCATIONAL COUNSELING
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PAMPHLET PROVIDES OCCUPATIONAL INFORMATION FOR A WIDE RANGE OF CAREERS IN HOSPITAL FINANCIAL MANAGEMENT. FOR EACH JOB, ITS FUNCTION AND DUTIES, EDUCATION AND SKILLS REQUIRED, PERSONAL QUALIFICATIONS, AND SALARY RANGE ARE DESCRIBED. RESOURCE MATERIALS FOR FURTHER CAREER EXPLORATION IN THESE AREAS ARE INCLUDED.

PHOTOGRAPHS, CHARTS, AND LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

VT 016 360 ED 065 732

HAINES, PETER G.; HYSLOP, DAVID
A REFERENCE BIBLIOGRAPHY FOR GENERAL WORK EXPERIENCE AND COOPERATIVE OCCUPATIONAL PLANS OF INSTRUCTION.

MICHIGAN STATE UNIV., EAST LANSING.
DEPT. OF SECONDARY EDUCATION AND CURRICULUM.

EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - ND 43P.

DESCRIPTORS - *INSERVICE EDUCATION;
*CAREER EDUCATION; REFERENCE MATERIALS; *BIBLIOGRAPHIES; *WORK EXPERIENCE PROGRAMS; EDUCATION;
*COOPERATIVE EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF REFERENCE MATERIALS ON COOPERATIVE EDUCATION AND GENERAL WORK EXPERIENCE PROGRAMS WILL PROVE USEFUL TO TEACHERS, COORDINATORS, AND ADMINISTRATORS IN INSERVICE COURSES AND TO GRADUATE STUDENTS WHO SEEK IN-DEPTH INFORMATION. THE REFERENCES INCLUDE UNPUBLISHED STATE BULLETINS, RESEARCH REPORTS, AND ITEMS IN THE ERIC RETRIEVAL SYSTEM, IN ADDITION TO SOURCES AVAILABLE THROUGH LIBRARY COLLECTIONS OF PERIODICALS. COVERING SEVERAL DECADES IN ITS SCOPE, THE BIBLIOGRAPHY LISTS ITEMS BY THE FUNCTIONS OF OPERATIONAL SCHOOL PRACTICE. FUNDS FOR COMPILING THE REFERENCES WERE PROVIDED BY TWO PROFESSORS, AND PRINTING COSTS WERE UNDERWRITTEN BY A STATE VOCATIONAL TEACHER EDUCATION PROJECT. (AG)

VT 016 367

BRIEN, DOLLY STERNFELS, ED., AND OTHERS
BUSINESS SPEECH: A SECOND LANGUAGE FOR VOCATIONAL USE.

SAINT MARY'S DOMINICAN COLL., NEW ORLEANS, LA. DEPT. OF ADULT EDUCATION.
OFFICE OF MANPOWER POLICY, EVALUATION, AND RESEARCH (DOL),

WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 187P.

DESCRIPTORS - *MANUALS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; WORKSHEETS; *ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *BUSINESS SKILLS; *SPEECH INSTRUCTION; *BUSINESS EDUCATION; COMMUNICATIONS; SKILL DEVELOPMENT; UNITS OF STUDY (SUBJECT FIELDS) IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS STUDENT MANUAL FOR AN ADULT VOCATIONAL COURSE IN BUSINESS SPEECH, DEVELOPED BY TWO SPEECH THERAPISTS, A SPEECH SPECIALIST, AND A PROFESSOR OF SPEECH AT A COLLEGE, AND FEDERALLY FUNDED, CONTAINS TEN UNITS DEALING WITH ORAL COMMUNICATION. DEVELOPMENT OF A WIDE RANGE OF SPEECH SKILLS WILL PROVE BENEFICIAL IN A JOB SITUATION. FOR EACH UNIT, AN OUTLINE OF IMPORTANT POINTS, A LIST OF SUGGESTED ACTIVITIES, BEHAVIORAL OBJECTIVES, AND WORKSHEETS ARE PROVIDED. CLASS EXERCISES INVOLVING USE OF AUDIOVISUAL AIDS AND PAIRS OF STUDENTS, OR "DYADS," ARE PRESENTED. THE TOPICAL UNITS INCLUDE: (1) LISTENING, (2) ANATOMY, (3) VOICE IMPROVEMENT, (4) GRAMMAR, (5) ARTICULATION, (6) OFFICE ETIQUETTE, (7) TELEPHONE USAGE, (8) CONVERSATION AND DISCUSSION, (9) PUBLIC SPEAKING, AND (10) JOB INTERVIEWS. (AG)

VT 016 491

MODEL VOCATIONAL OFFICE. A SIMULATED TRAINING PROGRAM 1970-1971.

FAIRFAX COUNTY PUBLIC SCHOOLS, VA. DEPT. OF INSTRUCTIONAL SERVICES. VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF BUSINESS EDUCATION
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 76P.

DESCRIPTORS - *SIMULATION; *OFFICE OCCUPATIONS EDUCATION; GRADE 12; *VOCATIONAL DEVELOPMENT; EQUIPMENT;

JOB TRAINING; STUDENT EVALUATION; PROGRAM EVALUATION; *OCCUPATIONAL INFORMATION; INDIVIDUALIZED INSTRUCTION; RESOURCE MATERIALS; PRODUCER SERVICES; BEHAVIORAL OBJECTIVES; *PILOT PROJECTS IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS REPORT OF A PILOT PROJECT IN OFFICE OCCUPATIONS EDUCATION FOR GRADE 12 DEALS WITH AN OFFICE SIMULATION IN A VOCATIONAL TRAINING PROGRAM. MODELED UPON THE AMERICAN VOCATIONAL ASSOCIATION OFFICE IN WASHINGTON, D.C., THE PROGRAM REQUIRED COMPLETION OF A GRADE 11 2-HOUR BUSINESS PROGRAM, A JOB INTERVIEW, AND TESTS IN BASIC BUSINESS SKILLS. JOB DESCRIPTIONS, AN ORGANIZATIONAL CHART, A FLOOR PLAN, AND AN EQUIPMENT LIST ARE PROVIDED. COURSE OBJECTIVES, GENERAL AND SPECIFIC PERFORMANCE GOALS FOR EACH JOB, SAMPLE TASKS, SUPPLIES LISTS, AND FLOW CHARTS ARE INCLUDED. PHOTOGRAPHS ILLUSTRATE THE TEXT. METHODS OF STUDENT AND PROGRAM EVALUATION ARE DISCUSSED, GIVING A WIDE RANGE OF EVALUATION FORMS AS RESOURCE MATERIALS. IDEAS FOR ADAPTATION OF THIS HOUR-LONG DAILY PROGRAM TO OTHER SYSTEMS AND EXTENSION OF THE 9-WEEK ORIENTATION TO 14 WEEKS ARE PRESENTED. (AG)

VT 016 524 ED 068 627

MOORE, ALLEN B.
ABSTRACTS OF INSTRUCTIONAL MATERIALS FOR CAREER EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.

NATIONAL INST. FOR EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$6.58.
BIB-SER-15
THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, 1960 KENNY RD., COLUMBUS, OHIO 43210 (\$2.25)
PUB DATE - 72 126P.

DESCRIPTORS - *CAREER EDUCATION; *ABSTRACTS; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL

MATERIALS; RESOURCE MATERIALS;
CURRICULUM GUIDES; TEACHING GUIDES;
MANUALS; INDEXES (LOCATORS)

ABSTRACT - MATERIALS DESCRIBED IN THIS BIBLIOGRAPHY WERE SELECTED FROM THOSE ACQUIRED AS THE RESULT OF A NATIONAL SEARCH FOR CAREER EDUCATION INSTRUCTIONAL MATERIALS. THEY INCLUDE CURRICULUM UNITS, TEACHER GUIDES, HANDBOOKS, AND CAREER RELATED INSTRUCTIONAL MATERIALS. THE RESUMES ARE ARRANGED IN ACCESSION NUMBER ORDER AND INCLUDE THE FOLLOWING INFORMATION: (1) AUTHOR(S), (2) TITLE, (3) INSTITUTIONAL SOURCE, (4) SPONSORING AGENCY, (5) SOURCE OF AVAILABILITY, (6) DESCRIPTORS AND IDENTIFIERS WHICH CHARACTERIZE THE CONTENT OF THE DOCUMENT, AND (7) AN ABSTRACT OF THE DOCUMENT. A GRADE LEVEL INDEX IS PROVIDED TO HELP IDENTIFY DOCUMENTS FOR SPECIFIC GRADES. THESE DOCUMENTS ALSO HAVE BEEN ANNOUNCED IN "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION", A PUBLICATION OF THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION, AND MOST OF THEM ARE AVAILABLE IN THE MICROFICHE SETS WHICH SUPPORT THAT PUBLICATION. (JS)

VT 016 595

EVERYDAY METRIC UNITS.

LOCAL GOVERNMENT TRAINING BOARD,
LONDON (ENGLAND).
DOCUMENT NOT AVAILABLE FROM EDRS.
LOCAL GOVERNMENT TRAINING BOARD,
ALEMBIC HOUSE, 93 ALBERT
EMBANKMENT, LONDON SE1 7UB (PRICE
\$1.00)
PUB DATE - 71 46P.

DESCRIPTORS - *TEXTBOOKS; *MANUALS;
*GOVERNMENT EMPLOYEES; *PROGRAMMED
TEXTS; *METRIC SYSTEM
IDENTIFIERS - GREAT BRITAIN

ABSTRACT - THIS BOOKLET IS A SELF-INSTRUCTIONAL TEXT DESIGNED TO AID PROFESSIONAL, ADMINISTRATIVE, AND CLERICAL STAFF EMPLOYED BY THE BRITISH LOCAL GOVERNMENT IN GAINING A BASIC KNOWLEDGE OF METRIC UNITS

OF LENGTH, AREA, VOLUME, AND WEIGHT WITHIN THE MILLI-KILO RANGE. ILLUSTRATIONS AND QUESTIONS COMPLIMENTING EACH TOPIC ARE INCLUDED THROUGHOUT. INSTRUCTIONS FOR ADMINISTERING THE TEXT ARE CONTAINED IN AN ACCOMPANYING MANUAL. (SN)

VT 016 608

CAREY, ZANE
OCCUPATIONAL ANALYSIS FOR: DATA
PROCESSING TECHNOLOGY.

WASHINGTON STATE COORDINATING
COUNCIL FOR OCCUPATIONAL EDUCATION,
OLYMPIA.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN72 103P. SECOND
EDITION

DESCRIPTORS - GOAL ORIENTATION;
*MANUALS; SYSTEMS APPROACH;
BUSINESS EDUCATION; VOCATIONAL
EDUCATION; VOCATIONAL DEVELOPMENT;
INSTRUCTIONAL SYSTEMS; OCCUPATIONAL
INFORMATION; *DATA PROCESSING;
*COMPUTER SCIENCE EDUCATION;
*PROGRAM DEVELOPMENT; BEHAVIORAL
OBJECTIVES; *JOB ANALYSIS; TASK
ANALYSIS; EDUCATIONAL NEEDS; STATE
PROGRAMS
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS UPDATED LEADERS' GUIDE FOR DEVELOPING STATE BUSINESS DATA PROCESSING TECHNOLOGY PROGRAMS FOR TRAINING ENTRY LEVEL PROGRAMMERS AND COMPUTER OPERATORS IN WASHINGTON PRESENTS A "TRAINING PROGRAM MISSION STATEMENT" AND TASK ANALYSES, BOTH DEVELOPED BY A STATE-WIDE COMMITTEE OF LEADERS IN BUSINESS AND INDUSTRY FOR DATA PROCESSING. UTILIZING A SYSTEMS APPROACH, EACH ANALYSIS INCLUDES A RATIONALE, DEFINITION, AND BEHAVIORAL OBJECTIVES, PRESENTED IN A 3-COLUMN FORMAT. PARTIALLY FUNDED BY PUBLIC LAW 90-576, THIS OCCUPATIONAL ANALYSIS WILL PROVE USEFUL FOR ADMINISTRATORS, LOCAL ADVISORY COMMITTEES, CURRICULUM PLANNERS, TEACHERS, AND STUDENTS FOR PROVIDING AN OVERVIEW OF PROGRAM REQUIREMENTS, A TRAINING

MANUAL, AND A TOOL FOR LEADERSHIP DEVELOPMENT. EDUCATIONAL NEEDS AND A PROGRAM RATIONALE ARE DETAILED, GIVING BLOCK DIAGRAM FORMS FOR THIS VOCATIONAL INSTRUCTIONAL SYSTEM, AN ORGANIZATIONAL CHART, AND THREE JOB DESCRIPTIONS. (AG)

VT 016 631

OKLAHOMA COOPERATIVE VOCATIONAL EDUCATION. A COURSE OF STUDY. CURRICULUM MATERIAL.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. DOCUMENT NOT AVAILABLE FROM EDRS. THE CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPT OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 WEST 6TH AVE., STILLWATER, OKLA. 74074
PUB DATE - 72 560P.

DESCRIPTORS - HUMANITIES;
*COOPERATIVE EDUCATION;
*INSTRUCTIONAL MATERIALS; *STATE CURRICULUM GUIDES; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; *UNIT PLAN; RESOURCE MATERIALS; VISUAL AIDS; STUDENT TESTING; WORKSHEETS; ANSWER KEYS
IDENTIFIERS - *OKLAHOMA; SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TEACHING PROCEDURES

ABSTRACT - THIS CURRICULUM FOR A COOPERATIVE VOCATIONAL EDUCATION PROGRAM AT THE SECONDARY LEVEL INCLUDES SEVEN TOPICS, EACH CONSISTING OF ONE OR MORE COLOR KEYED INSTRUCTIONAL UNITS WITH GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND TEACHING PROCEDURES, INFORMATION SHEETS, VISUAL AIDS, TESTS, AND ANSWER KEYS. DEVELOPED BY A STATE COMMITTEE OF TEACHER-COORDINATORS IN COOPERATIVE VOCATIONAL EDUCATION, THE TOPICAL UNITS DEAL WITH: (1) ORIENTATION, (2) EMPLOYMENT, (3) PERSONAL DEVELOPMENT, (4) EMPLOYEE RELATIONS, (5) COMMUNICATIONS, (6)

FINANCIAL MANAGEMENT, AND (7) INSURANCE. STUDENT WORKSHEETS, RESOURCE LISTS, AND SUGGESTED TIME ALLOTMENTS ARE GIVEN FOR EACH UNIT. (AG)

VT 016 648

ED 067 490

MICROFICHE COLLECTION OF CLEARINGHOUSE DOCUMENTS REPORTED IN ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION (AIM), VOLUME 5, NUMBER 4.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC NOT AVAILABLE FROM EDRS.
PUB DATE - 72 27013P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATORS); CLEARINGHOUSES; *MICROFICHE; DOCUMENTATION; INFORMATION STORAGE; INFORMATION RETRIEVAL

ABSTRACT - DOCUMENTS ANNOUNCED WITH VT NUMBERS ONLY IN VOLUME 5, NUMBER 4 (VT 016 647) OF "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM) ARE INCLUDED IN THIS MICROFICHE SET. THE MICROFICHE SET IS ARRANGED IN THE FOLLOWING SEQUENCE: (1) A VOCATIONAL TECHNICAL (VT) NUMBER INDEX TO DOCUMENTS IN THE MICROFICHE COLLECTION, (2) THE SUBJECT AND AUTHOR INDEXES FROM AIM, AND (3) THE FULL TEXT OF DOCUMENTS LISTED IN THE VT NUMBER INDEX. THE TEXTS ARE FILMED CONTINUOUSLY IN VT NUMBER SEQUENCE. (CD)

VT 016 759

FOSTER, BRIAN
BUSINESS CORE: BOOKKEEPING. AN INSTRUCTIONAL PACKET.

DOCUMENT NOT AVAILABLE FROM EERS.
ALCPA PROJECT OFFICE, THE
PSYCHOLOGICAL CORPORATION, 304 EAST
45TH STREET, NEW YORK, N.Y. 10017
(\$6.00)
PUB DATE - 72 40P.

DESCRIPTORS - *PROGRAMED MATERIALS;
TEACHING PROCEDURES; *BOOKKEEPING;
COURSE COURSES; SECONDARY GRADES;
*TEACHING GUIDES; *OFFICE
OCCUPATIONS; *BUSINESS EDUCATION

ABSTRACT - THIS INSTRUCTIONAL
PACKET TO BE USED IN BOOKKEEPING
CLASSES FOR GRADES 10, 11, AND 12 IS
DESIGNED FOR A 1-CREDIT COURSE WITH
NO PREREQUISITES. FOUR GENERAL
GOALS OF THE COURSE ARE TO: (1)
SHOW STUDENTS HOW BASIC PRINCIPLES
OF BOOKKEEPING CAN BE APPLIED IN
VARIOUS BUSINESS FIELDS, (2) HELP
STUDENTS ACQUIRE AN ENTRY-LEVEL JOB
SKILLS, (3) HELP STUDENTS MANAGE
THEIR OWN PERSONAL BUSINESS
AFFAIRS, AND (4) PROVIDE STUDENTS
WITH A BASIS FOR FUTURE STUDY IN
ACCOUNTING. THE FULL-YEAR COURSE
ENCOMPASSES THE FOLLOWING: (1)
BOOKKEEPING THEORY, (2) FILING, (3)
BUSINESS MACHINES, (4) FEDERAL
INCOME TAXES, (5) TYPEWRITING, (6)
DATA PROCESSING, (7) PAYROLL
PROCEDURES, (8) BUSINESS MATH, (9)
CASH REGISTER, AND (10) AUDITING.
APTITUDE AND ORIENTATION TESTS ARE
INCLUDED IN THE PACKET AS WELL AS
LESSON PLANS AND ACTIVITIES. (SN)

VT 016 760
RECORDKEEPING REQUIREMENTS UNDER
THE WILLIAMS-STEIGER OCCUPATIONAL
SAFETY AND HEALTH ACT OF 1970.

DEPARTMENT OF LABOR, WASHINGTON,
D.C. OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 31P.

DESCRIPTORS - *GOVERNMENT
PUBLICATIONS; *EMPLOYERS; EQUAL
PROTECTION; FEDERAL LAWS; *PUBLIC
HEALTH LAWS; *LEGAL RESPONSIBILITY;
EMPLOYEES
IDENTIFIERS - OSHA; OCCUPATIONAL
SAFETY AND HEALTH ACT OF 1970;

*RECORDKEEPING

ABSTRACT - THIS BOOKLET CONSISTS OF
A BATTERY OF INFORMATION RELATIVE
TO THE RECORD KEEPING
RESPONSIBILITIES OF EMPLOYERS UNDER
THE WILLIAMS-STEIGER OCCUPATIONAL
SAFETY AND HEALTH ACT OF 1970. THE
ACT WAS DEVELOPED PRIMARILY TO
ENSURE MAXIMUM SAFETY AND HEALTH
PROTECTION IN THE LINE OF DUTY TO
EMPLOYEES. THEREFORE, IN AN EFFORT
TO PROVIDE EMPLOYERS WITH ENOUGH
DATA ON THE SUBJECT, THIS
PUBLICATION WAS DESIGNED. INCLUDED
IN IT ARE THE FOLLOWING: (1) A
SUMMARY OF THE ACT, (2) ACCIDENT
AND FATALITY FORMS TO BE COMPLETED
WHEN AND IF EITHER SHOULD OCCUR,
(3) A CHART LISTING CONDITIONS OF
THE ACT REQUIRED TO BE IN EASILY
ACCESSIBLE VIEW AT ALL TIMES, (4) A
LETTER OF SPECIAL INTEREST TO
EMPLOYERS, AND (5) A DETAILED
EXPLANATION OF THE RULES AND
REGULATIONS. (DN)

VT 016 781
HANDBOOK FOR ANALYZING JOBS.

MANPOWER ADMINISTRATION (DOL),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402 (2900-0131,
\$2.50)
PUB DATE - 72 339P.

DESCRIPTORS - *TASK ANALYSIS;
SCREENING TESTS; *JOB ANALYSIS;
MANPOWER NEEDS; MANPOWER
DEVELOPMENT; *GOVERNMENT
PUBLICATIONS; RESOURCE MATERIALS;
VOCATIONAL DEVELOPMENT; *EMPLOYMENT
QUALIFICATIONS; *OCCUPATIONAL
INFORMATION; GOVERNMENT
(ADMINISTRATIVE BODY); MANPOWER
UTILIZATION; EDUCATIONAL
DEVELOPMENT; ADULT VOCATIONAL
EDUCATION; INNOVATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - IN THIS HANDBOOK, A NEW
APPROACH AND A STRUCTURED PROCEDURE
FOR OBTAINING AND RECORDING JOB
ANALYSIS DATA ARE PRESENTED SO THAT
CURRENT, COMPREHENSIVE INFORMATION

ABOUT JOB REQUIREMENTS CAN BE COLLECTED TO HELP DEVELOP PRESENT AND FUTURE MANPOWER PROGRAMS. SUPERSIDING THE "TRAINING AND REFERENCE MANUAL FOR JOB ANALYSIS," THIS GOVERNMENT PUBLICATION WAS DEVELOPED BY EIGHT OF THE OCCUPATIONAL ANALYSIS FIELD CENTERS IN STATE EMPLOYMENT AGENCIES. THIS UPDATED METHODOLOGY WAS PILOT TESTED BY SELECTED OCCUPATIONAL ANALYSTS. THE EIGHT TOPICAL CHAPTERS COVER: (1) A DEFINITION OF JOB ANALYSIS AND ITS USES, (2) CONCEPTS AND PRINCIPLES IN JOB ANALYSIS, (3) PROCEDURES FOR CONDUCTING A JOB ANALYSIS STUDY IN AN ESTABLISHMENT, (4) THE STAFFING SCHEDULE, (5) THE JOB ANALYSIS SCHEDULE, (6) ORGANIZATION AND PROCESS FLOW CHARTS, (7) THE NARRATIVE REPORT, AND (8) VERIFICATION OF JOB ANALYSIS. THE APPENDIXES CONTAIN: (1) A DETAILED BREAKDOWN OF THE WORK PERFORMED INTO WORKER FUNCTIONS, WORK FIELDS, SENTENCE ANALYSIS, AND MATERIALS PRODUCTS, SUBJECT MASTER, AND SERVICES, (2) EXTENSIVE DESCRIPTIONS OF WORKER TRAITS AND EMPLOYMENT REQUIREMENTS, INCLUDING A DESCRIPTION OF THE GENERAL EDUCATIONAL DEVELOPMENT SCALE, AND (3) A BRIEF LIST OF AGENCY IDENTIFICATION NUMBERS FOR EACH STATE. (AG)

VT 016 809

101 TEACHING SUGGESTIONS FOR STIMULATING STUDENT LEARNING IN BUSINESS EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.

DOCUMENT NOT AVAILABLE FROM EDRS. H-820-JE65-4000

PUB DATE - 65 65P.

DESCRIPTORS - INSTRUCTIONAL IMPROVEMENT; *BUSINESS EDUCATION; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; *TEACHING TECHNIQUES; ADOPTION (IDEAS); PHOTOGRAPHS; MARKETING; *LEARNING MOTIVATION; *LEARNING ACTIVITIES; *TEACHER EDUCATION; BUSINESS EDUCATION TEACHERS

IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - MORE THAN 100 TEACHING TECHNIQUES SUCCESSFULLY USED IN BUSINESS EDUCATION COURSES WERE GATHERED FROM EXPERIENCED TEACHERS IN PRIVATE BUSINESS SCHOOLS OF THE STATE OF NEW YORK. THESE SUGGESTIONS ARE INTENDED TO STIMULATE TEACHERS IN BOTH PUBLIC SECONDARY SCHOOLS AND PRIVATE BUSINESS SCHOOLS TO EXPERIMENT WITH NEW IDEAS THAT MAY IMPROVE INSTRUCTION. GENERAL TEACHING SUGGESTIONS ARE INCLUDED, IN ADDITION TO SPECIFIC SUGGESTIONS FOR EACH OF EIGHT SUBJECT AREAS. PHOTOGRAPHS ILLUSTRATE THE TEXT. (AG)

VT 016 842

NOYES, NELL BRALY
YOUR FUTURE AS A SECRETARY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS. 7230-08280
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 63 162P.PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *SUPPLEMENTARY READING MATERIALS; *OCCUPATIONAL GUIDANCE; *OFFICE OCCUPATIONS; OFFICE OCCUPATIONS EDUCATION; COMMUNICATIONS; *SECRETARIES; CLERICAL OCCUPATIONS; BIBLIOGRAPHIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, FOR GRADE 9-12, DISCUSSES CAREERS AS A SECRETARY. MATERIAL COVERED INCLUDES SELECTING A VOCATION, VOCATIONAL ASPIRATIONS AND INSPIRATIONS, JOB HUNTING AND A BIBLIOGRAPHY. SPECIFIC INFORMATION ON SECRETARIAL CAREERS INCLUDES BASIC QUALIFICATIONS, SCHOOLING, PERSONAL ASSETS, PAY, HAVING YOUR OWN BUSINESS, JOB SATISFACTIONS, VARIOUS SECRETARIAL JOBS AND HOW TO

BE SUCCESSFUL AS A SECRETARY. (JE)

VT 016 848

SOMMER, ARMAND; KEDZIE, DANIEL P.
YOUR FUTURE IN INSURANCE. ARCO-
ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08264

ARCO PUBLISHING COMPANY, INC., 219
PARK AVENUE SOUTH, NEW YORK, N.Y.
10003

PUB DATE - 71 157P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;
*SUPPLEMENTARY TEXTBOOKS;
OCCUPATIONAL INFORMATION;
VOCATIONAL EDUCATION; *BUSINESS
EDUCATION; *INSURANCE OCCUPATIONS;
INSURANCE PROGRAMS; SECONDARY
GRADES; GUIDANCE; COUNSELING;
RESOURCE MATERIALS; DISTRIBUTIVE
EDUCATION
IDENTIFIERS - *CAREER AWARENESS;
EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN
CAREER GUIDANCE SERIES, THIS BOOK
WAS WRITTEN BY TWO VICE PRESIDENTS
OF CONTINENTAL CASUALTY INSURANCE
COMPANY TO INTRODUCE HIGH SCHOOL
STUDENTS TO THE BROAD FIELD OF
INSURANCE INCLUDING LIFE, HEALTH,
PROPERTY, AND LIABILITY INSURANCE.
THE WIDE VARIETY OF JOBS IN THE
FIELD ARE DISCUSSED AND ILLUSTRATED
WITH REAL-LIFE CASE HISTORIES. THE
FINAL CHAPTERS PROVIDE INFORMATION
ABOUT HOW TO ENTER THE INSURANCE
BUSINESS. AN APPENDIX LISTS
COLLEGES AND UNIVERSITIES OFFERING
INSURANCE MAJORS, ALONG WITH
SOURCES OF FINANCIAL AID. A
BIBLIOGRAPHY OF EDUCATIONAL
OPPORTUNITIES IN THE INSURANCE
FIELD IS INCLUDED. (ARG)

VT 016 853

WINTER, ELMER L.
YOUR FUTURE IN YOUR OWN BUSINESS.
ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08262

ARCO PUBLISHING COMPANY, INC., 219
PARK AVENUE SOUTH, NEW YORK, N.Y.
10003

PUB DATE - 71 187P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION;
*DISTRIBUTIVE EDUCATION; MARKETING;
SECONDARY GRADES; OCCUPATIONAL
INFORMATION; GUIDANCE;
*SUPPLEMENTARY TEXTBOOKS;
INFORMATION SOURCES; BUSINESS;
*BUSINESS EDUCATION; *CAREER
PLANNING; *OCCUPATIONAL GUIDANCE;
VOCATIONAL EDUCATION; CAREER
CHOICE; VOCATIONAL COUNSELING
IDENTIFIERS - *EDUCATIONAL
AWARENESS; CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A
SUCCESSFUL BUSINESSMAN, IS FROM THE
ARCO-ROSEN CAREER GUIDANCE SERIES
BUT CAN BE USED INDEPENDENTLY WITH
GRADES 10-12. IT IS DESIGNED TO
HELP ANSWER QUESTIONS SUCH AS: WHAT
KIND OF PERSON DOES A BUSINESS
CAREER REQUIRE? WHAT EDUCATIONAL
BACKGROUND IS HELPFUL? WHAT ARE THE
PERSONAL SATISFACTIONS? WHAT ARE
THE OPPORTUNITIES? WHAT ARE THE
DISADVANTAGES? WHAT SKILLS OR
TRAINING ARE NECESSARY? HOW MUCH
DOES THE AVERAGE PERSON EARN?
INCLUDED ARE APPENDIXES LISTING
FRANCHISING COMPANIES, SMALL
BUSINESS ADMINISTRATION FIELD
OFFICES, U.S. DEPARTMENT OF
COMMERCE FIELD OFFICES, AND
ORGANIZATIONS PUBLISHING PAMPHLETS
AND PERIODICALS ABOUT BUSINESS.
(IRR)

VT 016 857

LOCKLEAR, EDMOND, JR.
YOUR FUTURE IN ACCOUNTING. ARCO-
ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08243

ARCO PUBLISHING COMPANY, INC., 219
PARK AVENUE SOUTH, NEW YORK, N.Y.
10003

PUB DATE - 71 159P.PMM
COLLECTION; REVISED EDITION

DESCRIPTORS - INSTRUCTIONAL
MATERIALS; RESOURCE GUIDES; CAREER
EDUCATION; SECONDARY GRADES;
*BUSINESS EDUCATION; *ACCOUNTANTS;
*OCCUPATIONAL INFORMATION;
GUIDANCE; *ACCOUNTING

IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS BOOK, WRITTEN BY A PRACTICING ACCOUNTANT, IS ONE OF THE ARCO-ROSEN CAREER GUIDANCE SERIES FOR STUDENTS IN GRADES 9-12. AFTER DESCRIBING WHAT AN ACCOUNTANT IS, THE AUTHOR DEALS WITH SUCH SUBJECTS AS: (1) GETTING READY FOR ACCOUNTING, (2) PICKING YOUR JOB, (3) ACCOUNTING JOBS IN GOVERNMENT, AND (4) WOMEN IN ACCOUNTING. A SELF-EVALUATION TEST APPEARS AT THE END OF THE BOOK FOLLOWED BY DETAILED DIRECTIONS ON HOW TO APPLY FOR A JOB. AN APPENDIX INCLUDES DIRECTORIES OF ACCOUNTING ASSOCIATIONS, SCHOLARSHIPS AND LOANS. A 6-PAGE CODE OF PROFESSIONAL ETHICS IS INCLUDED. (PM)

VT 016 861

BIBBY, DAUSE L.

YOUR FUTURE IN THE ELECTRONIC COMPUTER FIELD. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08255

ARCO PUBLISHING COMPANY, INC., 219
PARK AVENUE SOUTH, NEW YORK, N.Y.
10003

PUB DATE - 70 139P.PMM
COLLECTION

DESCRIPTORS - ELECTRONIC DATA PROCESSING; CAREER EDUCATION; *SUPPLEMENTARY READING MATERIALS; *DATA PROCESSING; RESOURCE MATERIALS; SECONDARY GRADES; OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; *COMPUTER SCIENCE EDUCATION; COMPUTER SCIENCE IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - WRITTEN BY A MEMBER OF THE BOARD OF DIRECTORS OF THE SPERRY RAND CORPORATION, THIS GUIDANCE READING RESOURCE INTRODUCES THE 9-12 GRADE STUDENT TO THE CAREER OPPORTUNITIES IN COMPUTER INDUSTRIES. TOPICS COVERED INCLUDE: (1) THE INFLUENCE OF COMPUTERS, (2) APPLICATIONS OF COMPUTERS, AND (3) CAREER

OPPORTUNITIES. AN APPENDIX INCLUDES ADDRESSES OF COMPUTER MANUFACTURERS FOR FURTHER VOCATIONAL INFORMATION, A PARTIAL GLOSSARY OF COMPUTER TERMINOLOGY, AND A BIBLIOGRAPHY OF SUGGESTED READINGS. THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GROUP DISCUSSION AND GUIDANCE. (DH)

VT 016 868

BOYNTON, RALPH E.

YOUR FUTURE IN BANKING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08247

ARCO PUBLISHING COMPANY, INC., 219
PARK AVENUE SOUTH, NEW YORK, N.Y.
10003

PUB DATE - 65 160P.PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; OCCUPATIONAL INFORMATION; *SUPPLEMENTARY TEXTBOOKS; *BANKING; BUSINESS EDUCATION; *FINANCE OCCUPATIONS; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; RESOURCE GUIDES IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR PLANNING A POSSIBLE BANKING CAREER. IT OFFERS CAREER INFORMATION AND GUIDANCE FOR STUDENTS WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A DECISION ARE: WHAT KIND OF PERSON DOES THIS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (PM)

VT 016 870

DAVIS, SIDNEY

YOUR FUTURE IN COMPUTER PROGRAMMING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08250

ARCO PUBLISHING COMPANY, INC., 219
PARK AVENUE SOUTH, NEW YORK, N.Y.

10003

PUB DATE - 71 144P. PMM
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION;
SECONDARY GRADES; *OCCUPATIONAL
INFORMATION; *DATA PROCESSING
OCCUPATIONS; OCCUPATIONAL GUIDANCE;
VOCATIONAL COUNSELING;
*SUPPLEMENTARY TEXTBOOKS;
INSTRUCTIONAL MATERIALS; COMPUTERS;
*PROGRAMERS; COMPUTER PROGRAMS;
*CAREER PLANNING
IDENTIFIERS - EDUCATIONAL
AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A
SUCCESSFUL COMPUTER PROGRAMING
EXECUTIVE, IS FROM THE ARCO-ROSEN
CAREER GUIDANCE SERIES BUT CAN BE
USED INDEPENDENTLY WITH GRADES 9-
14. IT CONTAINS INFORMATION ABOUT
HOW COMPUTERS OPERATE, WHAT
COMPUTER PROGRAMING IS, LEARNING TO
BE A PROGRAMER, AND LANDING A JOB
IN COMPUTER PROGRAMING. INCLUDED IS
A LIST OF LOCATIONS WHERE A FREE
COMPUTER PROGRAMING APTITUDE TEST
CAN BE TAKEN. (RR)

VT 017 028

MORRISON, PHYLLIS, AND OTHERS
A CAREER IN THE MODERN OFFICE.
TEACHER'S MANUAL AND KEY. BOOKS 1-
4.

DOCUMENT NOT AVAILABLE FROM EDRS.
1576-04431
MCGRAW-HILL BOOK CO., 330 W. 42
ST., NEW YORK, NY 10036
PUB DATE - 69 644P. PMM
COLLECTION

DESCRIPTORS - *CAREER EDUCATION;
SECONDARY GRADES; TEACHING GUIDES;
INSTRUCTIONAL MATERIALS;
COMMUNICATION SKILLS; *OFFICE
OCCUPATIONS; *CLERICAL OCCUPATIONS;
EMPLOYMENT QUALIFICATIONS; *OFFICE
OCCUPATIONS EDUCATION; OFFICE
PRACTICE; OCCUPATIONAL GUIDANCE;
*REMEDIAL INSTRUCTION; LEARNING
DIFFICULTIES; ROLE PLAYING;
OCCUPATIONAL INFORMATION
IDENTIFIERS - SELF AWARENESS;
CAREER AWARENESS; *EMPLOYMENT
SKILLS

ABSTRACT - THIS SET CONSISTING OF A
TEACHER'S GUIDE AND 4 STUDENT
TEXTBOOK/WORKBOOKS, FOR GRADES 10-
12 IS DESIGNED TO MOTIVATE AND
INFORM STUDENTS ABOUT MODERN OFFICE
CAREERS. THE BOOKS ARE AIMED AT
POOR READERS, WITH LIMITED
VOCABULARIES, INTELLIGENCE, AND
MOTIVATION. THE FIRST STUDENT BOOK
EXPOSES THE STUDENT TO THE WORLD OF
THE BUSINESS OFFICE AND SEVERAL OF
THE LANGUAGE, NUMBER, CLERICAL, AND
SORTING SKILLS THAT ARE NEEDED IN
THE OFFICE. THE SECOND STUDENT BOOK
CONCENTRATES ON PERSONAL
IMPROVEMENT AS IT RELATES TO JOB
SUCCESS. THE THIRD STUDENT BOOK
DESCRIBES THE WAYS THAT JOB SKILLS
ARE USED IN BUSINESS AND THE
ACTIVITIES OF EMPLOYEES IN OVER 25
DIFFERENT CLERICAL JOBS, AMONG
THEM, TYPING, FILING, COMPUTING,
ACCOUNT-RECORDING, MATERIAL AND
PRODUCTION-RECORDING JOBS AND
INFORMATION AND MESSAGE
DISTRIBUTION JOBS. THE FOURTH
STUDENT BOOK OUTLINES THE
PROCEDURES FOR FINDING AND GETTING
THE RIGHT JOB. SOURCES OF JOBS ARE
INCLUDED, AS ARE SKILL EXERCISES
AND A COMPREHENSIVE REVIEW OF ALL
FOUR BOOKS. EACH BOOK CONTAINS A
VOCABULARY-BUILDING DICTIONARY,
QUESTIONS AND ILLUSTRATIONS. THE
TEACHER'S GUIDE CONTAINS SPECIFIC
TEACHING TECHNIQUES, A LIST OF
RESOURCES AND ANSWERS TO STUDENT
EXERCISES. DISCUSSION QUESTIONS,
MODELING, SIMULATION, ROLE PLAYING,
AND COUNSELING SUGGESTIONS ARE
GIVEN. (PM)

VT 017 039

TREUENFELS, PETER
LOOKING FORWARD TO A CAREER:
COMPUTERS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08095
DILLON PRESS, 106 WASHINGTON AVE.
N., MINNEAPOLIS, MN 55401
PUB DATE - 70 81P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION;
SUPPLEMENTARY TEXTBOOKS; SECONDARY
GRADES; INDUSTRY; BUSINESS;
COMMUNICATIONS; *COMPUTERS;

COMPUTER SCIENCE; COMPUTER SCIENCE EDUCATION; TECHNICAL EDUCATION; *TECHNICAL OCCUPATIONS; SKILLED OCCUPATIONS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF A SERIES, THIS BOOK WAS WRITTEN FOR YOUNG CHILDREN IN GRADES 5-9. CHAPTERS DISCUSS: (1) THE HISTORY OF THE COMPUTER, INCLUDING A DESCRIPTION OF THE COMPUTER AND COMPUTER LANGUAGE, (2) JOBS IN COMPUTER HARDWARE WHICH DEAL WITH BUILDING, DESIGNING, AND MAINTENANCE OF THE COMPUTER, (3) RESPONSIBILITIES OF THE PROGRAMMER, AND (4) APPLICATIONS OF THE COMPUTER IN THE MODERN WORLD. (PM)

VT 017 056

DAME, J. FRANK, AND OTHERS
EXPLORATORY BUSINESS: DISTRIBUTIVE, CLERICAL, ACCOUNTING/DATA PROCESSING, STENOGRAPHIC OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-04430
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, N.Y. 10036
PUB DATE - 71 231P. PMM
COLLECTION; FIFTH EDITION

DESCRIPTORS - CAREER EDUCATION; TEXTBOOKS; SECONDARY GRADES; COMMUNICATIONS; *STUDY GUIDES; BUSINESS EDUCATION; *BUSINESS SKILLS; BUSINESS SUBJECTS; DISTRIBUTIVE EDUCATION; *OFFICE OCCUPATIONS; OFFICE OCCUPATIONS EDUCATION; JOB SKILLS; *WORK ATTITUDES; OCCUPATIONAL INFORMATION; GUIDANCE; *TEACHING GUIDES
IDENTIFIERS - CAREER AWARENESS; *BEGINNING COMPETENCE

ABSTRACT - THIS MANUAL IS DESIGNED TO INTRODUCE HIGH SCHOOL STUDENTS TO DISTRIBUTIVE, CLERICAL, STENOGRAPHIC, AND ACCOUNTING AND DATA PROCESSING OCCUPATIONS. EACH OF THE FOUR SECTIONS INCLUDES SEVERAL STUDENT EXERCISES DESIGNED TO BUILD SPECIFIC SKILLS WITHIN EACH OF THE FOUR OCCUPATIONAL GROUPS. THE MANUAL BEGINS WITH A

SECTION ON EXPLORING THE WORLD OF BUSINESS. AN EXTENSIVE PERSONAL INVENTORY CHECKLIST IS INCLUDED WHICH COVERS DESIRABLE APPEARANCE AND PERSONALITY AS WELL AS COMMUNICATION AND GENERAL WORK HABITS. A TEACHER'S MANUAL IS AVAILABLE WHICH CONTAINS SUGGESTED ACTIVITIES, ANSWER KEYS TO STUDENT EXERCISES, AND LISTS OF SUPPLEMENTARY COURSES OF REFERENCE FOR THE TEACHER. (PM)

VT 017 076

POPHAM, ESTELLE; ETTINGER, BLANCHE
OPPORTUNITIES IN OFFICE OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7306-07882
VOCATIONAL GUIDANCE MANUALS, UNIVERSAL PUBLISHING AND DISTRIBUTING CORPORATION, 235 E. 45 ST., NEW YORK, N.Y. 10017 (\$4.50)
PUB DATE - 72 128P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEXTBOOKS; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; COMMUNICATIONS; BOOKKEEPING; *OFFICE OCCUPATIONS; BUSINESS EDUCATION; OFFICE OCCUPATIONS EDUCATION; SECRETARIES; STENOGRAPHERS; *OFFICE PRACTICE; CAREER PLANNING; EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE VOCATIONAL GUIDANCE MANUAL SERIES WRITTEN FOR GRADES 9-14, IS A COMPENDIUM OF FACTUAL INFORMATION ABOUT THE JOBS AVAILABLE IN OFFICES TODAY. FOUR MAIN OFFICE OCCUPATIONS ARE DESCRIBED: (1) BOOKKEEPER, (2) TYPIST, (3) STENOGRAPHER, (4) SECRETARY. THE CHAPTERS DESCRIBE THE EDUCATIONAL TRAINING NECESSARY, THE PRINCIPAL DUTIES INVOLVED, HOW TO GET STARTED, ADVANTAGES, SALARIES, AND OPPORTUNITIES FOR ADVANCEMENT. THE BOOK DISCUSSES HIGH SCHOOL, COLLEGE, BUSINESS SCHOOL CURRICULA, THE EFFECT OF

TECHNOLOGICAL CHANGES ON JOB CLASSIFICATION, DECENTRALIZATION OF OFFICE WORK IN THE OFFICE POOL AND ABILITIES THAT WILL BE REQUIRED IN TOMORROW'S OFFICE. VARIOUS TYPES OF MODERN OFFICE EQUIPMENT SUCH AS INSTANT COPIERS, AUTOMATED AND MICROFILMED FILES, PROGRAMED TYPEWRITERS AND COMPUTERS ARE ALSO DISCUSSED. A BIBLIOGRAPHY IS INCLUDED. (PM)

VT 017 088

NUSSBAUM, MARTIN
OPPORTUNITIES IN ELECTRONIC DATA PROCESSING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7306-07879

VOCATIONAL GUIDANCE MANUALS,
UNIVERSAL PUBLISHING AND
DISTRIBUTING CORP., 235 E. 45 ST.,
NEW YORK, N.Y. 10017 (\$4.95)
PUB DATE - 72 160P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION;
SECONDARY GRADES; POST SECONDARY
EDUCATION; TEXTBOOKS; *ELECTRONIC
DATA PROCESSING; COMPUTER SCIENCE;
*COMPUTERS; COMPUTER SCIENCE
EDUCATION; *DATA PROCESSING
OCCUPATIONS; ELECTRONICS INDUSTRY;
DIRECTORIES; *OCCUPATIONAL
INFORMATION; EMPLOYMENT
OPPORTUNITIES; EMPLOYMENT
QUALIFICATIONS; COMMUNICATIONS
IDENTIFIERS - EDUCATIONAL
AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE VOCATIONAL GUIDANCE MANUAL SERIES, WRITTEN FOR GRADES 11-14, IS A COMPENDIUM OF FACTUAL INFORMATION ABOUT THE ELECTRONIC DATA PROCESSING FIELD. IT DESCRIBES THE KINDS OF WORK AND KINDS OF PEOPLE WHO HAVE HAD SUCCESS IN PROGRAMING, OPERATING, AND MANAGING COMPUTER SYSTEMS. THE DUTIES, EDUCATIONAL REQUIREMENTS, APTITUDES AND TEMPERAMENTS REQUIRED FOR EACH JOB CATEGORY ARE STATED. A BRIEF DISCUSSION OF THE PROCESS OF DATA PROCESSING, HOW COMPUTERS WORK, AND HOW TO GET STARTED IN THE FIELD ARE INCLUDED. ORGANIZATIONS AND SOCIETIES CONCERNED WITH DATA

PROCESSING ARE LISTED, AS HIGH SCHOOLS, JUNIOR/COMMUNITY COLLEGES, COLLEGES, PRIVATE SCHOOLS, CORRESPONDENCE SCHOOLS, AND OTHER SOURCES OF TRAINING. A LIST OF SUGGESTED READINGS CONCLUDES THE BOOK. (PM)

VT 017 116

EVANS, RUPERT N.
FOUNDATIONS OF VOCATIONAL
EDUCATION. THE MERRILL SERIES IN
CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08126

CHARLES E. MERRILL PUB. CO., 1300
ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 71 292P. PMM
COLLECTION

DESCRIPTORS - PROFESSIONAL
PERSONNEL; STAFF IMPROVEMENT;
CAREER EDUCATION; *VOCATIONAL
EDUCATION; *EDUCATIONAL
ADMINISTRATION; *EDUCATIONAL
PHILOSOPHY; MANPOWER NEEDS;
VOCATIONAL EDUCATION TEACHERS;
TEACHER EDUCATION; MANPOWER
DEVELOPMENT; COOPERATIVE EDUCATION;
ECONOMICS; SOCIOLOGY; PSYCHOLOGY;
*EDUCATIONAL PLANNING; *FOUNDATIONS
OF EDUCATION

ABSTRACT - DESIGNED FOR VOCATIONAL EDUCATORS AND THOSE PLANNING TO ENTER THE FIELD, THIS BOOK CONCENTRATES ON BASIC PRINCIPLES AFFECTING ALL OF HUMAN RESOURCE DEVELOPMENT. THE FIRST SECTION IS DEVOTED TO THE GOALS OF VOCATIONAL EDUCATION AND THEIR PRESENT EMPHASIS ON HUMAN RESOURCE DEVELOPMENT RATHER THAN THE NARROW CONCERN FOR MEETING THE NEEDS OF LOCAL EMPLOYEES. THE SECOND SECTION PRESENTS AN OVERVIEW OF THE CONTRIBUTIONS OF FOUR SOCIAL SCIENCES, PHILOSOPHY, ECONOMICS, SOCIOLOGY, AND PSYCHOLOGY, TOWARD THESE GOALS. THE THIRD SECTION IS CONCERNED WITH PRESENT PROGRAMS OF VOCATIONAL EDUCATION AND TRENDS WHICH ARE LIKELY TO AFFECT THE GOALS--IT IS ORGANIZED IN TERMS OF INSTRUCTIONAL LEVEL WITHIN VOCATIONAL EDUCATION. METHODS OF PREPARING PERSONNEL TO CONDUCT

PROGRAMS OF VOCATIONAL EDUCATION FOLLOW, WITH PARTICULAR ATTENTION TO THE ROLE OF OCCUPATIONAL EDUCATION IN UNDERDEVELOPED AREAS OF THIS COUNTRY AND THE WORLD AND ITS ROLE IN THE DEVELOPMENT OF INDIVIDUALS' FULL HUMAN POTENTIAL. (PM)

VT 017 169
HOW TO GO ABOUT BUYING A BUSINESS.

KIPLINGER WASHINGTON EDITORS, INC.,
WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04620
CHANGING TIMES EDUCATION SERVICE,
1729 H STREET, N.W., WASHINGTON,
D.C. 20006
PUB DATE - 71 8P. PMM
COLLECTION

DESCRIPTORS - SECONDARY GRADES;
POST SECONDARY EDUCATION; CAREER
EDUCATION; *INSTRUCTIONAL
MATERIALS; RESOURCE MATERIALS;
TRADE; BUSINESS ADMINISTRATION;
*BUSINESS; *MANAGEMENT; *MANAGEMENT
EDUCATION; BUSINESS EDUCATION;
LEADERSHIP; CONSUMER EDUCATION;
FACILITY GUIDELINES; *PROPERTY
APPRAISAL
IDENTIFIERS - CAREER AWARENESS;
DECISION MAKING; *ECONOMIC
AWARENESS

ABSTRACT - THIS THREE-PART KIT IS
DESIGNED TO PROVIDE A CLASSROOM OF
40 STUDENTS IN GRADES 7-10 WITH
INFORMATION ABOUT BUYING A
BUSINESS. THE KIT INCLUDES: (1) A
BRIEF TEACHING GUIDE, (2) A
TRANSPARENCY WHICH LISTS SIX
CRITERIA TO BE CONSIDERED BEFORE
BUYING A BUSINESS, AND (3) 40
COPIES OF A 4-PAGE ARTICLE REPRINT
THAT HELPS STUDENTS CLARIFY WHAT
THEY NEED TO KNOW BEFORE BUYING A
BUSINESS. THE ARTICLE LISTS THE
EXPERTS WHO CAN HELP IN A BUSINESS
TRANSACTION AND PROVIDES
INFORMATION ABOUT HOW MUCH MONEY A
POTENTIAL BUYER CAN EXPECT TO PAY
NOT ONLY FOR PROPERTY BUT IN
INSURANCE AND TAXES. THE
ACCOMPANYING TEACHING GUIDE BRIEFLY
LISTS KEY CONCEPTS AND QUESTIONS
FOR DISCUSSION ALONG WITH SUGGESTED

ACTIVITIES FOR STUDENTS. (PM)

VT 017 176 ED 068 678
COOPERATIVE WORK EXPERIENCE
COORDINATORS' MANUAL.

OREGON STATE BOARD OF EDUCATION,
SALEM.
EDRS PRICE MF-\$0.65 HC-\$3.29.
OREGON BOARD OF EDUCATION, 942
LANCASTER DRIVE N.E., SALEM, OREGON
97310 (\$3.85)
PUB DATE - 72 63P.

DESCRIPTORS - *MANUALS; RESOURCE
MATERIALS; CAREER EDUCATION;
VOCATIONAL EDUCATION; *PROGRAM
PLANNING; VOCATIONAL DEVELOPMENT;
COMMUNITY SUPPORT; *COORDINATORS;
*WORK EXPERIENCE PROGRAMS;
*COOPERATIVE PROGRAMS; SECONDARY
GRADES; POST SECONDARY EDUCATION;
HUMANITIES
IDENTIFIERS - EDUCATIONAL
AWARENESS; *OREGON; CAREER
AWARENESS

ABSTRACT - THIS MANUAL HAS BEEN
PREPARED BY THE COOPERATIVE WORK
EXPERIENCE SPECIALIST OF THE
INSTRUCTIONAL SERVICES DIVISION OF
OREGON, WITH THE HELP OF OTHER WORK
EXPERIENCE COORDINATORS, TO SERVE
AS A GUIDE FOR TEACHERS,
COORDINATORS, COUNSELORS, AND
COMMUNITY LEADERS WHO ARE
RESPONSIBLE FOR ESTABLISHING
SECONDARY AND POST-SECONDARY
COOPERATIVE WORK EXPERIENCE
EDUCATION PROGRAMS. THIS BOOKLET
OUTLINES FACTORS TO CONSIDER FOR
IMPLEMENTING A PROGRAM, PLANNING
PROCEDURES, RESPONSIBILITIES OF THE
PARTICIPANTS (SCHOOL STAFF,
EMPLOYERS, STUDENT TRAINEES,
PARENTS), AND THE MINIMUM CRITERIA
NEEDED TO QUALIFY FOR STATE
REIMBURSEMENT. MUCH OF THE MATERIAL
IN THIS MANUAL IS DERIVED FROM THE
CALIFORNIA STATE DEPARTMENT OF
EDUCATION "HANDBOOK ON WORK
EXPERIENCE EDUCATION." THIS
DOCUMENT IS 3-HOLE PUNCHED FOR EASY
INSERTION INTO A RING BINDER. A
WIDE RANGE OF RESOURCE MATERIALS IS
INCLUDED. (AG)

VT 017 213

PORTER, THOMAS L.; SADDLER, DANIEL

ROLE PLAYING IN SOLVING PRE-VOCATIONAL PROBLEMS.

GEORGIA UNIV., ATLANTA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 85P.

DESCRIPTORS - *ROLE PLAYING;
*SPECIAL PROGRAMS; *VOCATIONAL
EDUCATION; VOCATIONAL DEVELOPMENT;
*PROBLEM SOLVING; *SKILL
DEVELOPMENT; SECONDARY GRADES;
WORKSHEETS; OCCUPATIONAL GUIDANCE;
DECISION MAKING SKILLS; HUMANITIES;
VISUAL AIDS; ORAL READING;
QUESTIONING TECHNIQUES; RESOURCE
MATERIALS
IDENTIFIERS - DECISIONS; ATTITUDES
APPRECIATIONS

ABSTRACT - THIS SPIRAL-BOUND
INSTRUCTIONAL GUIDE WAS DEVELOPED
BY TWO PROFESSORS IN THE
DEPARTMENTS OF REHABILITATION
COUNSELING AND VOCATIONAL EDUCATION
AS A SUPPLEMENT TO COOPERATIVE AND
SPECIAL PROGRAMS AT THE SECONDARY
LEVEL. INTENDED FOR THE USE OF
TEACHERS, COUNSELORS, AND
VOCATIONAL PROGRAM COORDINATORS,
THESE RESOURCE MATERIALS CONTAIN 24
ROLE-PLAYING SITUATIONS CONCERNING
VOCATIONAL PROBLEMS, A WIDE RANGE
OF STUDENT WORKSHEETS PRESENTED AS
CLASS ACTIVITIES, AND VARIOUS
RESOURCE LISTS. LINE DRAWINGS
ILLUSTRATE THE TEXT. INTRODUCTORY
ORAL READING MATERIALS FOR THE
TEACHER'S USE ARE GIVEN PRIOR TO
EACH ROLE-PLAYING ACTIVITY. (AG)

VT 017 214

COORDINATED VOCATIONAL ACADEMIC
EDUCATION GAMES AND PROJECTS.

GEORGIA UNIV., ATHENS. DIV. OF
VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 51P.

DESCRIPTORS - *EDUCATIONAL
COORDINATION; *VOCATIONAL
EDUCATION; *ACADEMIC EDUCATION;
VOCATIONAL DEVELOPMENT; STATE

PROGRAMS; ELEMENTARY GRADES;
SECONDARY GRADES; HUMANITIES;
*STUDENT PROJECTS; GOAL
ORIENTATION; *EDUCATIONAL GAMES
IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA; EDUCATIONAL
AWARENESS

ABSTRACT - THIS MANUAL PRESENTS
NUMEROUS EDUCATIONAL GAMES AND
STUDENT PROJECTS FOR THE ELEMENTARY
AND SECONDARY GRADES RELATING TO
VOCATIONAL EDUCATION FOR THE USE OF
TEACHER-COORDINATORS IN GEORGIA'S
COORDINATED VOCATIONAL-ACADEMIC
EDUCATION PROGRAMS. INTENDED FOR
USE IN THE CLASSROOM OR LABORATORY,
THESE SUGGESTED IDEAS SHOULD
ENHANCE THE CREATIVITY AND
MEANINGFULNESS OF THE VOCATIONAL-
ACADEMIC CURRICULUM. THESE GAMES
AND PROJECTS, DEVELOPED BY
VOCATIONAL PROGRAM COORDINATORS
ENROLLED IN AN INTERNSHIP AT THE
UNIVERSITY OF GEORGIA, INCLUDE
GOALS, GRADE LEVELS, AND COMPLETE
DESCRIPTIONS AND EXPLANATIONS OF
THEIR USE. (AG)

VT 017 215

COORDINATED VOCATIONAL ACADEMIC
EDUCATION TRAINING GUIDES.

GEORGIA UNIV., ATHENS. DIV. OF
VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 67P.

DESCRIPTORS - OCCUPATIONAL
INFORMATION; *EDUCATIONAL
COORDINATION; *ACADEMIC EDUCATION;
*VOCATIONAL EDUCATION; VOCATIONAL
DEVELOPMENT; HUMANITIES; SECONDARY
GRADES; *JOB TRAINING; *LEADERS
GUIDES; ENTRY WORKERS; COURSE
OBJECTIVES; TRADE AND INDUSTRIAL
EDUCATION; TASK PERFORMANCE
IDENTIFIERS - BEGINNING COMPETENCE;
EDUCATION PROFESSIONS DEVELOPMENT
ACT; EPDA

ABSTRACT - THE OCCUPATIONAL
INFORMATION CONTAINED IN THESE JOB
TRAINING PLANS FOR A COORDINATED
VOCATIONAL-ACADEMIC EDUCATION
PROGRAM AT THE SECONDARY LEVEL IS

INTENDED TO PROVIDE PROGRAM COORDINATORS AND ACADEMIC TEACHERS WITH SUGGESTIONS FOR RELATING PRACTICAL JOB INSTRUCTION TO ACADEMIC SKILLS. THESE TRAINING PLANS FOR VARIOUS ENTRY LEVEL OCCUPATIONS INCLUDE OBJECTIVES, OUTLINES OF REQUIRED TASK PERFORMANCES, DIRECTLY RELATED INFORMATION NECESSARY FOR PERFORMING THESE TASKS, AND RELATED ACADEMIC SKILLS IN A 3-COLUMN FORMAT. THESE LEADERS' GUIDES WERE DEVELOPED BY COORDINATORS FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS WHO WERE ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA. (AG)

VT 017 216

COORDINATED VOCATIONAL ACADEMIC EDUCATION INSTRUCTIONAL MATRIX.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 95P.

DESCRIPTORS - *EDUCATIONAL COORDINATION; *VOCATIONAL EDUCATION; *STATE PROGRAMS; *CURRICULUM PLANNING; CORE CURRICULUM; *ACADEMIC EDUCATION; VOCATIONAL DEVELOPMENT; TEACHING PROCEDURES; WORKSHEETS; RESOURCE MATERIALS; STUDENT PROJECTS; SECONDARY GRADES; HUMANITIES IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER AWARENESS; EPDA; EDUCATION PROFESSIONS DEVELOPMENT ACT

ABSTRACT - THIS INSTRUCTIONAL MATRIX FOR A COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAM IN GEORGIA WAS DEVELOPED BY REGIONAL PROGRAM COORDINATORS ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA IN ORDER TO AID THE VOCATIONAL TEACHER-COORDINATOR IN CURRICULUM PLANNING. THE 29 SUGGESTED INSTRUCTIONAL UNITS COVER SUCH TOPICS AS: (1) CHOOSING A CAREER, (2) CONSUMER EDUCATION, (3) INTERPERSONAL RELATIONSHIPS, AND (4) GETTING AND

KEEPING A JOB. FOR EACH OF THE FIVE SCHOOLDAYS IN THE WEEK, LEARNING ACTIVITIES, STUDENT PROJECTS, TEACHING TECHNIQUES, AND RESOURCE MATERIALS ARE LISTED FOR EACH TOPIC IN 6-COLUMN, 2-PAGE FORMATS. THIS CORE CURRICULUM INCLUDES A TEACHER'S WORKSHEET FOR NOTES ABOUT ON-THE-JOB WORK EXPERIENCES, CLASSROOM OR LABORATORY SIMULATION, FOLLOW-UP IDEAS, AND STUDENT EVALUATION PROCEDURES. (AG)

VT 017 217

COORDINATED VOCATIONAL ACADEMIC EDUCATION INDIVIDUAL PROJECTS.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 78P.

DESCRIPTORS - *EDUCATIONAL COORDINATION; *INDIVIDUAL ACTIVITIES; PROJECTS; RESOURCE MATERIALS; *VOCATIONAL EDUCATION; *ACADEMIC EDUCATION; *COORDINATORS; VOCATIONAL DEVELOPMENT; ELEMENTARY GRADES; SECONDARY GRADES; HUMANITIES; BIBLIOGRAPHIES IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA; EDUCATIONAL AWARENESS

ABSTRACT - THE INDIVIDUAL PROJECTS OF THIS DOCUMENT WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS BY 50 COORDINATORS WHO WERE ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA AS REQUIRED ASSIGNMENTS FOCUSING ON SOME ASPECT OF THEIR EDUCATIONAL ACTIVITIES OR PERSONAL DEVELOPMENT. STUDENT FORMS, COORDINATOR FORMS, A BIBLIOGRAPHY, AND OTHER RESOURCE MATERIALS ARE INCLUDED AND INTEND TO SHOW THE USE OF VOCATIONAL PROGRAM COORDINATORS. INVENTORIES, CHECKLISTS, QUESTIONNAIRES, AND DATA SHEETS RELATING TO VOCATIONAL EDUCATION ARE PROVIDED. (AG)

VT 017 218

COORDINATED VOCATIONAL ACADEMIC EDUCATION CONTEST MANUAL.

GEORGIA UNIV., ATHENS. DIV. OF
EDUCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 80P.

DESCRIPTORS - *STATE PROGRAMS;
*MANUALS; VOCATIONAL DEVELOPMENT;
SECONDARY GRADES; *VOCATIONAL
EDUCATION; *YOUTH CLUBS; *ACADEMIC
EDUCATION; EDUCATIONAL
COORDINATION; GUIDELINES;
WORKSHEETS
IDENTIFIERS - EDUCATIONAL
AWARENESS; EPDA; EDUCATIONAL
PROFESSIONS DEVELOPMENT ACT

ABSTRACT - THE CLUB ORGANIZATION
ACTIVITIES AND THE CONTEST MANUAL
WHICH MAKE UP THIS DOCUMENT WERE
DEVELOPED FOR GEORGIA'S COORDINATED
VOCATIONAL-ACADEMIC EDUCATION CLUBS
BY A PROJECT STAFF OF REGIONAL
VOCATIONAL EDUCATION COORDINATORS.
THE THREE SECTIONS OF THE MANUAL
COVER: (1) THE STATE ORGANIZATION,
(2) CONTESTS AND AWARDS, AND (3)
SUGGESTED GUIDELINES FOR CLUB
ACTIVITIES AND PROCEDURES. TEN
CONTESTS ARE BRIEFLY OUTLINED, AND
SUCH TOPICS AS PARLIAMENTARY
PROCEDURES AND ELECTION OF STATE
OFFICERS FOR THE CONDUCT OF THE
CLUB ACTIVITIES ARE DISCUSSED. (AG)

VT 017 219
COORDINATED VOCATIONAL ACADEMIC
EDUCATION SECOND YEAR CURRICULUM
(1970-71).

GEORGIA UNIV., ATHENS. DIV. OF
VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 89P.

DESCRIPTORS - *EDUCATIONAL
COORDINATION; *CURRICULUM GUIDES;
*VOCATIONAL EDUCATION; HUMANITIES;
*ACADEMIC EDUCATION; VOCATIONAL
DEVELOPMENT; SECONDARY GRADES;
*STATE PROGRAMS; CAREER PLANNING;
BEHAVIORAL OBJECTIVES; CONCEPTUAL
SCHEMES; LEARNING ACTIVITIES;
TEACHING TECHNIQUES

IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA; CAREER
AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE
FOR THE SECOND YEAR IN A
COORDINATED VOCATIONAL-ACADEMIC
EDUCATION PROGRAM AT THE SECONDARY
LEVEL CONTAINS FIVE TOPICAL UNITS
DEALING WITH: (1) CAREER PLANNING,
(2) INFORMATION ABOUT JOBS, (3)
MONEY MANAGEMENT, (4) THE BUSINESS
WORLD, AND (5) LABOR LAWS AND
BENEFITS. EACH UNIT INCLUDES
GENERAL UNIT OBJECTIVES, SPECIFIC
BEHAVIORAL OBJECTIVES FOR EACH
SUBTOPIC, TOGETHER WITH CONCEPTS
AND SUGGESTED LEARNING ACTIVITIES
IN 2-COLUMN FORMATS. SUGGESTED
TEACHING TECHNIQUES INCLUDE THE USE
OF ROLE PLAYING, PANEL DISCUSSIONS,
RESOURCE PERSONS, FIELD TRIPS, AND
AUDIOVISUAL AIDS. THESE CURRICULUM
MATERIALS WERE DEVELOPED FOR
GEORGIA'S COORDINATED VOCATIONAL
ACADEMIC PROGRAMS BY COORDINATORS
WHO WERE ENROLLED IN AN INTERNSHIP
AND WORKSHOP AT THE UNIVERSITY OF
GEORGIA. (AG)

VT 017 220
COORDINATED VOCATIONAL ACADEMIC
EDUCATION PROMOTIONAL KIT.

GEORGIA UNIV., ATHENS. DIV. OF
VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 35P.

DESCRIPTORS - ELEMENTARY GRADES;
SECONDARY GRADES; *VOCATIONAL
EDUCATION; *ACADEMIC EDUCATION;
*EDUCATIONAL COORDINATION;
VOCATIONAL DEVELOPMENT;
COORDINATORS; INFORMATION
DISSEMINATION; MASS MEDIA;
*PUBLICIZE; *STATE PROGRAMS;
COMMUNICATIONS
IDENTIFIERS - EDUCATION PROFESSIONS
DEVELOPMENT ACT; EPDA; EDUCATIONAL
AWARENESS

ABSTRACT - THESE MATERIALS FOR A
COMPREHENSIVE PROMOTIONAL KIT FOR
GEORGIA'S COORDINATED VOCATIONAL-
ACADEMIC EDUCATION PROGRAMS HAS AS

ITS MAJOR OBJECTIVE THE SIMPLIFICATION OF THE PUBLIC RELATIONS DUTIES OF THE PROGRAM COORDINATORS. DEVELOPED BY GEORGIA VOCATIONAL EDUCATION COORDINATORS ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA, THESE SUGGESTIONS ARE GROUPED INTO THE FOLLOWING TOPICAL AREAS; (1) MEDIA, INCLUDING NEWSPAPER AND RADIO, (2) SPEECHES, (3) AUDIO-VISUAL MATERIALS, (4) COORDINATED VOCATIONAL ACADEMIC EDUCATION WEEK, (5) CLUB REPORTER, (6) LETTERS NEEDED FOR THE PROGRAM, (7) CHARTS AND POSTERS, AND (8) PROMOTIONAL HANDOUTS. SAMPLE FORMS ARE PROVIDED. (AG)

VT 017 263

IVARIE, THEODORE W., AND OTHERS
REPROGRAPHICS IN BUSINESS
EDUCATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
1021-08889
A.B. DICK COMPANY, 5700 W. TOWHY
AVENUE, CHICAGO, ILL. 60648
PUB DATE - 72 5CP. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION;
INSTRUCTIONAL STAFF; OFFICE
OCCUPATIONS; BUSINESS EDUCATION;
*RECORDKEEPING; BOOKKEEPING;
*COMMUNICATION (THOUGHT TRANSFER);
OFFICE MACHINES; EMPLOYMENT
OPPORTUNITIES; SECRETARIES;
CLERICAL WORKERS; *REPROGRAPHY

ABSTRACT - THIS BOOK SEEKS TO HELP BUSINESS EDUCATION INSTRUCTIONAL PERSONNEL TO PREPARE NEW PEOPLE ENTERING OFFICES TO MAKE DECISIONS RELATIVE TO PAPERWORK PRODUCTION AND MOVEMENT. IT IS AN ATTEMPT TO IMPROVE THE TRAINING OF BUSINESS EDUCATION STUDENTS TO MEET THE COMMUNICATIONS NEEDS OF TODAY'S BUSINESSES. MAJOR CHAPTER DISCUSSIONS INCLUDE: (1) THE REPROGRAPHICS INDUSTRY, (2) THE EQUIPMENT PROCESSES, (3) COMPARISON OF THE PROCESSES FOR DECISION MAKING, (4) THE ROLE OF BUSINESS EDUCATION IN REPROGRAPHICS, (5) INSTRUCTIONAL STRATEGIES, (6) SYSTEMS FOR REPROGRAPHICS

INSTRUCTION, (7) LAYOUT AND DESIGN OF LABORATORIES, (8) COMMUNITY RESOURCES, (9) EMPLOYMENT OPPORTUNITIES IN OFFICE REPROGRAPHICS, (10) CASE STUDIES IN REPROGRAPHICS. (PM)

VT 017 332

CLARK, JOHN D.E.
COMPUTERS AT WORK. A GROSSET ALL-COLOR GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03151
GROSSET & DUNLAP, INC., SUBS. OF
NATIONAL GENERAL CORP., 51 MADISON
AVE., NEW YORK, NY 10010
PUB DATE - 71 158P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION;
SUPPLEMENTARY TEXTBOOKS;
INSTRUCTIONAL MATERIALS; SECONDARY
GRADES; GUIDANCE; INFORMATION
PROCESSING; INFORMATION
UTILIZATION; COMMUNICATIONS;
COMPUTER ORIENTED PROGRAMS;
*COMPUTERS; POST SECONDARY
EDUCATION; COMPUTER STORAGE
DEVICES; INFORMATION RETRIEVAL;
INFORMATION DISSEMINATION; *CAREER
OPPORTUNITIES
IDENTIFIERS - ATTITUDES
APPRECIATIONS; BEGINNING
COMPETENCY; *CAREER AWARENESS

ABSTRACT - THE THEME OF THIS BOOK IS THE COMPUTER IN ACTION AND HOW IT AFFECTS OUR LIVES RATHER THAN THE TECHNICALITIES OF COMPUTER THEORY OR HOW COMPUTERS ARE PUT TOGETHER. STARTING WITH BASIC CONCEPTS OF PLANNING AND COMPUTER PROGRAMMING, VARIOUS COMPUTER APPLICATIONS ARE OUTLINED FOR THE PUBLIC TRANSPORTATION FIELD, BANKING AND ACCOUNTING, TRAFFIC CONTROL, WEATHER FORECASTING, MEDICAL DIAGNOSIS, MACHINE TOOLING AND PRODUCTION, CRIME CONTROL, AND MANY OTHER AREAS. FUTURE DEVELOPMENTS IN THESE FIELDS ARE ALSO DISCUSSED. (PM)

VT 017 339

ED 068 717

RESOURCE MANUAL FOR THE DEVELOPMENT OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS UNDER THE VOCATIONAL

EDUCATION ACT OF 1963, AS AMENDED
P.L. 90-576.

BUREAU OF ADULT, VOCATIONAL, AND
TECHNICAL EDUCATION (DHEW/OE),
WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$3.29.

PUB DATE - JUL72 30P.

DESCRIPTORS - SECONDARY GRADES;
EDUCATIONAL FINANCE; *VOCATIONAL
EDUCATION; PROGRAM DEVELOPMENT;
*COOPERATIVE PROGRAMS; VOCATIONAL
DEVELOPMENT; WORK STUDY PROGRAMS;
*STATE PROGRAMS; *PROGRAM PLANNING;
*RESOURCE MATERIALS; COMPARATIVE
ANALYSIS; FINANCIAL SUPPORT
IDENTIFIERS - DECISIONS;
EDUCATIONAL AWARENESS; *PUBLIC LAW
90 576; VOCATIONAL EDUCATION ACT OF
1963

ABSTRACT - THIS BOOKLET SUMMARIZES
SELECTED FACTS AND SUGGESTIONS FOR
THE USE OF STATE STAFFS IN PLANNING
FOR THE DEVELOPMENT OF COOPERATIVE
VOCATIONAL EDUCATION PROGRAMS UNDER
PUBLIC LAW 90-576. DESIGNED TO
PROVIDE PERTINENT INFORMATION AS
TECHNICAL ASSISTANCE FOR
FACILITATING THE DECISION-MAKING
PROCESS, THIS RESOURCE MANUAL IS
INTENDED FOR USE IN CONJUNCTION
WITH "A GUIDE FOR COOPERATIVE
VOCATIONAL EDUCATION," (ED 037 564)
PUBLISHED BY THE UNIVERSITY OF
MINNESOTA. TERM DEFINITIONS,
FUNDING SOURCES FOR COOPERATIVE
EDUCATION, SELECTED REGULATIONS FOR
STATE VOCATIONAL EDUCATION
PROGRAMS, ALLOWABLE EXPENDITURES OF
FEDERAL AND MATCHING FUNDS, PERSONS
SERVED BY COOPERATIVE PROGRAMS, AND
ADDITIONAL PROGRAMMATIC INFORMATION
ARE INCLUDED. A COMPARATIVE
ANALYSIS OF STATE, COOPERATIVE, AND
WORK-STUDY PROGRAMS FOR VOCATIONAL
EDUCATION IS PRESENTED IN A 3-
COLUMN FORMAT. THE RESOURCE
MATERIALS WERE PREPARED BY AN
EDUCATION PROGRAM SPECIALIST, UNDER
THE DIRECTION OF THE CHIEF OF STATE
PROGRAMS AND SERVICES. (AG)

VT 017 412

OFFICE OCCUPATIONS. PREVOCATIONAL
SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
1593-09601

LITTON EDUCATIONAL PUB., INC., DIV.
OF LITTON INDUSTRIES, 450 W. 33
ST., NEW YORK, NY 10001

PUB DATE - 70 48P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION;
*OFFICE OCCUPATIONS; INDEPENDENT
STUDY; *PROGRAMED INSTRUCTION;
*OCCUPATIONAL INFORMATION; BUSINESS
EDUCATION; *CLERICAL OCCUPATIONS;
STENOGRAPHERS; TYPISTS; FILE
CLERKS. OFFICE PRACTICE; *OFFICE
OCCUPATIONS EDUCATION; EDUCATIONAL
NEEDS
IDENTIFIERS - EDUCATIONAL
AWARENESS; CAREER AWARENESS;
ECONOMIC AWARENESS

ABSTRACT - THIS PROGRAMED STUDENT
WORKBOOK FOR GRADES 8-10, DEALS
WITH THE FIELD OF CLERICAL WORK,
INCLUDING TYPING, STENOGRAPHY AND
FILING. THE STUDENT CAN STUDY AT
HIS OWN LEARNING PACE. THE SUBJECT
MATTER IS ORGANIZED INTO SMALL
SEQUENTIAL STEPS, AND THE STUDENT
IS QUESTIONED AFTER EACH STEP. A
TEST IS GIVEN AT THE END OF THE
BOOK TO MEASURE THE STUDENT'S
ACCOMPLISHMENT OF THE LEARNING
OBJECTIVES. (PM)

VT 017 422

CROSS, WILBUR

A JOB WITH A FUTURE IN COMPUTERS.
JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03172

GROSSET & DUNLAP, INC., SUBS. OF
NATIONAL GENERAL CORP., 51 MADISON
AVE., NEW YORK, NY 10010

PUB DATE - 69 127P. PMM
COLLECTION

DISCRIPTORS - CAREER EDUCATION;
DATA PROCESSING; *DATA PROCESSING
OCCUPATIONS; SUPPLEMENTARY READING
MATERIALS; INSTRUCTIONAL MATERIALS;
SECONDARY GRADES; POST SECONDARY
EDUCATION; DROPOUTS;
COMMUNICATIONS; *COMPUTERS;
*COMPUTER SCIENCE EDUCATION;
TECHNICAL EDUCATION; *OCCUPATIONAL
INFORMATION

IDENTIFIERS - ECONOMIC AWARENESS;
EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE GROSSET AND DUNLAP JOBS WITH A FUTURE SERIES, THIS BOOK IS DESIGNED TO INFORM YOUNG PEOPLE WITH OR WITHOUT A HIGH SCHOOL DIPLOMA ABOUT JOB OPPORTUNITIES IN THE FIELD OF COMPUTERS AND DATA PROCESSING. THE BOOK COVERS THREE BROAD TOPICS: (1) THE HISTORY OF THE COMPUTER AND ITS PROSPECTS FOR THE FUTURE, (2) JOBS IN THE COMPUTER FIELD AND THE TRAINING REQUIRED FOR EACH, AND (3) THE OPERATION AND MECHANICS OF THE COMPUTER AND THE PROBLEMS OF PROGRAMMING. APPENDICES CONTAIN SOURCES OF INFORMATION AND A GLOSSARY OF COMPUTER-RELATED TERMS. (PM)

VT 017 516

OFFICE PRACTICE: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - AUG71 35P.

DESCRIPTORS - *BUSINESS EDUCATION; *OFFICE PRACTICE; TYPEWRITING; STENOGRAPHY; *CURRICULUM GUIDES; INSTRUCTIONAL MATERIALS; DISADVANTAGED STUDENTS; *BUSINESS CORRESPONDENCE
IDENTIFIERS - EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THE MATERIALS DEVELOPED BY VOCATIONAL TEACHERS IN THIS SPECIAL PROJECT ARE CONCERNED WITH CURRICULA AND THOSE THINGS THAT SUPPLEMENT AND COMPLEMENT IT. THESE MATERIALS ARE PREPARED FOR PUPILS WITH SPECIAL NEEDS, PARTICULARLY THE DISADVANTAGED OR HANDICAPPED. THE WRITERS OF THIS GUIDE DESIGNED IT TO BE USED WITH MINIMUM MODIFICATION IN THE REGULAR VOCATIONAL EDUCATION CLASSROOM SETTING. THE UNITS ARE DESIGNED TO ACQUAINT THE PUPIL WITH ROUTINE BUSINESS LETTERS. THEY PROVIDE

SUGGESTIONS ON HOW TO COMPOSE A CLEAR, EFFECTIVE BUSINESS LETTER AND INTRODUCE THE PUPIL TO THE ZONING IMPROVEMENT PLAN AND ITS INTEGRAL ROLE IN POSTAL SERVICE. ALTHOUGH THIS UNIT WAS PREPARED PRIMARILY FOR USE IN ADVANCED SHORTHAND, ADVANCED TYPEWRITING, AND OFFICE PRACTICES CLASSES, IT MAY ALSO BE USED IN INTRODUCTORY BUSINESS EDUCATION COURSES. IN ADDITION, IT MAY BE USED IN DISTRIBUTIVE EDUCATION COURSES. THE MATERIALS MAY BE USED BY A GROUP OR AN INDIVIDUAL. (AUTHORS/DL)

VT 017 522

"CAREER AWARENESS" IN THE ELEMENTARY GRADES. INSTRUCTIONAL TELEVISION TEACHER'S GUIDE FOR GRADES FOUR, FIVE AND SIX.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DEPT. OF INSTRUCTION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 72 267P.

DESCRIPTORS - *TEACHING GUIDES; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *INTEGRATED CURRICULUM; BUILDING TRADES; MASS MEDIA; BUSINESS; HEALTH OCCUPATIONS; INDUSTRIAL PERSONNEL; TRANSPORTATION; HOME MANAGEMENT; MARKETING; *INSTRUCTIONAL TELEVISION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TEACHER'S GUIDE FOR INSTRUCTIONAL TELEVISION, PREPARED BY THE MEMPHIS CITY SCHOOL SYSTEM, IS PRIMARILY CONCERNED WITH HELPING THE TEACHER INTRODUCE ELEMENTARY CHILDREN TO THE WORLD OF WORK. IT IS DESIGNED TO FAMILIARIZE STUDENTS WITH CLUSTERS OF OCCUPATIONS, THE TITLES OF VARIOUS JOBS, AND THE TOOLS GENERALLY ASSOCIATED WITH EACH WORKER. THE PROJECT WAS DEVELOPED AROUND THE CONCEPT THAT THERE IS DIGNITY AND SATISFACTION IN WORKING. TO ACHIEVE THIS GOAL, THE GUIDE IS ORGANIZED ACCORDING TO A 3-FOLD APPROACH: CLASSROOM PREPARATION FOR THE TELECAST LESSON, THE LESSON ITSELF,

INCLUDING DISCUSSION AND QUESTIONS, AND THE FOLLOW-UP CLASSROOM ACTIVITIES. NUMEROUS OCCUPATIONS ARE PRESENTED INCLUDING THE FOLLOWING: CONSTRUCTION, COMMUNICATIONS, BUSINESS, HEALTH, INDUSTRIAL, TRANSPORTATION, PUBLIC SERVICES, HOMEMAKING, AND MARKETING OCCUPATIONS. FOR EACH OCCUPATIONAL CLUSTER CLASSROOM PREPARATION INCLUDES WORKING WITH VOCABULARY WORDS, DISPLAYING POSTERS OF WORKERS, COMPLETING MATH AND SCIENCE PROBLEMS, AND GENERAL PREPARATION FOR THE TELECAST. (AUTHORS/DL)

VT 017 533

OFTKEN, HAROLD

GENERAL BUSINESS: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - AUG71 175P.

DESCRIPTORS - WORKSHEETS; TRANSPARENCIES; RESOURCE MATERIALS; *CURRICULUM GUIDES; *SUMMER PROGRAMS; *DISADVANTAGED YOUTH; SECONDARY GRADES; *BUSINESS EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; MONEY MANAGEMENT; MARKETING; TEACHER DEVELOPED MATERIALS; FLEXIBLE PROGRESSION; TESTS IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS CURRICULUM GUIDE FOR A SUMMER PROGRAM IN GENERAL BUSINESS AT THE HIGH SCHOOL LEVEL, AS PART OF A BUSINESS EDUCATION PROGRAM FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, WAS DEVELOPED BY VOCATIONAL TEACHERS FOR A SPECIAL CURRICULUM DEVELOPMENT PROJECT FOR PUPILS WITH SPECIAL NEEDS. UTILIZING A FLEXIBLE FORMAT, THE CURRICULUM MATERIALS FOCUS ON CHECKING ACCOUNTS, CREDIT, AND COMPUTATION OF INTEREST RATES. NUMEROUS STUDENT WORKSHEETS, STUDENT TESTS, TRANSPARENCIES,

ANSWER KEYS, AND INFORMATION SHEETS ARE PROVIDED. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASE IN ADDITION OR REMOVAL OF PAGES. (AG)

VT 017 556

SHORTHAND: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - AUG71 140P.

DESCRIPTORS - BUSINESS EDUCATION; *VOCATIONAL EDUCATION; *OFFICE PRACTICE; *CURRICULUM GUIDES; VISUAL AIDS; STUDY GUIDES; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; *DISADVANTAGED YOUTH; *STENOGRAPHY; MARKETING; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; STUDENT TESTING IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS CURRICULUM GUIDE, DEVELOPED BY A HIGH SCHOOL VOCATIONAL TEACHER AS A SPECIAL SUMMER PROJECT, CONTAINS INSTRUCTIONAL MATERIALS IN SHORTHAND AND OFFICE SKILLS FOR USE WITH DISADVANTAGED STUDENTS IN A VOCATIONAL BUSINESS EDUCATION PROGRAM AT THE HIGH SCHOOL LEVEL. A WIDE RANGE OF TRANSPARENCIES, SLIDE-TAPE MATERIALS, AND QUIZZES CAN BE ADAPTED FOR REGULAR CLASSES, LARGE GROUP PRESENTATIONS, OR INDIVIDUALIZED STUDY PACKETS. ANSWER KEYS FOR TEACHERS AND SAMPLE ANSWER SHEETS ARE PROVIDED IN THIS DOCUMENT, WHICH IS 3-HOLE PUNCHED FOR EASE IN INSERTION OR REMOVAL OF PAGES. BEHAVIORAL OBJECTIVES, STUDY GUIDES, AND TEACHING SUGGESTIONS ARE INCLUDED FOR EACH UNIT OF STUDY. (AG)

VT 017 575

- TYPEWRITING: BUSINESS EDUCATION CURRICULUM GUIDE. INSTRUCTIONAL MATERIALS FOR USE WITH DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION.

OMAHA PUBLIC SCHOOLS, NEBR. DIV. OF
VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 67P.

DESCRIPTORS - *BUSINESS EDUCATION;
SECONDARY GRADES; *UNITS OF STUDY
(SUBJECT FIELDS); TRANSPARENCIES;
AUDIOVISUAL AIDS; *CURRICULUM
GUIDES; *TYPEWRITING; VOCATIONAL
EDUCATION; *DISADVANTAGED YOUTH;
HANDICAPPED STUDENTS; VOCATIONAL
DEVELOPMENT
IDENTIFIERS - EDUCATIONAL
AWARENESS; BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY VOCATIONAL
EDUCATION TEACHERS AS A SUMMER
PROJECT FOR BUSINESS EDUCATION
CURRICULUMS FOR DISADVANTAGED
AND/OR HANDICAPPED STUDENTS, THESE
INSTRUCTIONAL MATERIALS OUTLINE
FOUR UNITS OF STUDY FOR A
VOCATIONAL EDUCATION CURRICULUM FOR
THE SECONDARY GRADES IN
TYPEWRITING. NUMEROUS
TRANSPARENCIES AND OTHER
AUDIOVISUAL AIDS ARE INCLUDED FOR
THE FOLLOWING INSTRUCTIONAL UNITS:
(1) INTRODUCING THE TYPEWRITING
KEYBOARD, (2) CHANGING THE RIBBON
ON A ROYAL 440 TYPEWRITER, (3)
POSTAL SERVICES AS RELATED TO
OFFICE PRACTICES, AND (4) THE TERM
PAPER. THIS DOCUMENT IS 3-HOLE
PUNCHED FOR EASE IN ADDING OTHER
MATERIALS. (AG)

VT 017 600

BUSINESS AND OFFICE EDUCATION:
MODEL TRAINING PLANS FOR SECONDARY
COOPERATIVE OFFICE EDUCATION.

INDIANA UNIV., BLOOMINGTON. SCHOOL
OF EDUCATION.
INDIANA STATE BOARD OF VOCATIONAL
AND TECHNICAL EDUCATION,
INDIANAPOLIS; INDIANA STATE DEPT. OF
PUBLIC INSTRUCTION, INDIANAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG72 125P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OFFICE OCCUPATIONS EDUCATION;
*COOPERATIVE EDUCATION; MODELS;
SECONDARY GRADES; OCCUPATIONAL
CLUSTERS; ON THE JOB TRAINING;

*OFFICE OCCUPATIONS; PROGRAM
PLANNING; LEARNING ACTIVITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY LOCAL
TEACHER-COORDINATORS AFTER AN
ORIENTATION WORKSHOP AT INDIANA
UNIVERSITY, THIS MANUAL CONSISTS OF
MODELS WHICH ARE DESIGNED TO SERVE
AS EXAMPLES FOR TEACHER-
COORDINATORS IN THE DEVELOPMENT AND
UTILIZATION OF TRAINING PLANS FOR
HIGH SCHOOL STUDENTS ENROLLED IN
COOPERATIVE OFFICE EDUCATION
PROGRAMS. CONTENT MATERIAL OF THE
MANUAL IS ORGANIZED INTO TWO
SECTIONS: (1) A DESCRIPTION OF THE
DESIGN OF THE MODEL TRAINING PLANS
FOR A COOPERATIVE VOCATIONAL
EDUCATION PROJECT AND (2) AN
EXPLANATION OF THE DEVELOPMENT AND
UTILIZATION OF THE PLANS. THE PLANS
PRESENT A 6-COLUMN FORMAT OF
LEARNING ACTIVITIES, TRAINING BOTH
ON-THE-JOB AND IN-SCHOOL, AN
EVALUATION, AND INDIVIDUAL STUDY
ASSIGNMENTS WITH APPROXIMATE TIMES
FOR EACH LEARNING ACTIVITY. AMONG
THE 13 TRAINING PLANS PRESENTED ARE
THESE FOUR: (1) BOOKKEEPERS, (2)
CASHIERS, (3) MACHINE OPERATORS,
(4) FILE CLERKS, (5) SECRETARIES,
AND (6) STENOGRAPHERS. (AUTHOR/DL)

VT 017 614

THOUGHTS ON THE TEACHING OF THE
INTRODUCTION TO BUSINESS.

WICHITA PUBLIC SCHOOLS, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 44P.

DESCRIPTORS - *TEACHING GUIDES;
*BUSINESS EDUCATION; SECONDARY
GRADES; *TEACHING PROCEDURES;
AUDIOVISUAL AIDS; UNIT PLAN;
*COURSE CONTENT; EDUCATIONAL
PHILOSOPHY
IDENTIFIERS - CAREER AWARENESS;
WICHITA PUBLIC SCHOOLS

ABSTRACT - THIS TEACHING GUIDE
GIVES SUGGESTIONS TO PROSPECTIVE
TEACHERS OF BEGINNING COURSES IN
GENERAL BUSINESS AND ECONOMICS AT
THE GRADE 9 OR 10 LEVELS. CHAPTERS
INCLUDE THE FOLLOWING: (1) WHY
TEACH INTRODUCTION TO BUSINESS, (2)

WHO SHOULD TEACH INTRODUCTION TO BUSINESS, (3) HOW TO TEACH INTRODUCTION TO BUSINESS, (4) WHAT TO TEACH IN INTRODUCTION TO BUSINESS, (5) METHODS OF PRESENTATION OF A FEW UNITS, (6) IDEAS FOR CREATIVITY IN TEACHING, AND (7) AUDIO AND VISUAL HELPS. A SHORT LIST OF RESOURCE MATERIALS IS INCLUDED. (DL)

VT 017 619

HEGLER, BESS M., AND OTHERS
BUSINESS EDUCATION CURRICULUM
GUIDE, GRADES 10-12.

LCS ALAMOS HIGH SCHOOL, N. MEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - FEB 71 64P.

DESCRIPTORS - *CURRICULUM GUIDES;
SECONDARY GRADES; *VOCATIONAL
EDUCATION; *BUSINESS EDUCATION;
*EDUCATIONAL OBJECTIVES; *COURSE
CONTENT; RESOURCE MATERIALS;
INSTRUCTIONAL AIDS; OFFICE
MACHINES; ACCOUNTING; STENOGRAPHY;
TYPEWRITING
IDENTIFIERS - EDUCATIONAL
AWARENESS; CAREER AWARENESS;
EMPLOYMENT SKILLS

ABSTRACT - DESIGNED FOR SECONDARY STUDENTS IN BUSINESS EDUCATION, THIS CURRICULUM GUIDE PRESENTS A LOCAL HIGH SCHOOL'S PHILOSOPHY OF BUSINESS EDUCATION AND A DESCRIPTION OF THE OBJECTIVES OF THE BUSINESS EDUCATION DEPARTMENT. COURSES OFFERED IN THE BUSINESS CURRICULUM INCLUDE THE FOLLOWING: (1) BUSINESS LAW, (2) BUSINESS MACHINES, (3) ELEMENTARY ACCOUNTING, (4) GENERAL BUSINESS, (5) SHORTHAND, (6) PERSONAL TYPEWRITING, (7) TYPEWRITING, AND (8) VOCATIONAL OFFICE EDUCATION. EACH COURSE DESCRIPTION STATES THE GRADE LEVEL AT WHICH THE COURSE IS TAUGHT, GIVES A RATIONALE FOR TEACHING THE COURSE, AND LISTS SPECIFIC BEHAVIORAL OBJECTIVES TO BE ACHIEVED AS A RESULT OF TEACHING THE COURSE. ALSO INCLUDED ARE AN OUTLINE OF THE CONTENT OF EACH COURSE, A LIST OF REFERENCES FOR THE TEACHER, AND SUGGESTIONS FOR TEACHING AIDS. (DL)

VT 017 630

BUSINESS AND OFFICE EDUCATION IN
MISSOURI.

MISSOURI STATE DEPT. OF EDUCATION,
JEFFERSON CITY. BUSINESS AND OFFICE
EDUCATION SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 41P.

DESCRIPTORS - *BUSINESS EDUCATION;
*OFFICE OCCUPATIONS EDUCATION;
*PROGRAM GUIDES; EDUCATIONAL
OBJECTIVES; *OCCUPATIONAL
INFORMATION; TAXONOMY; PROGRAM
DESCRIPTIONS; TEACHER
QUALIFICATIONS; *COURSE CONTENT
IDENTIFIERS - *MISSOURI; CAREER
AWARENESS

ABSTRACT - THIS BOOKLET ANALYZES BUSINESS AND OFFICE EDUCATION AND EXPLAINS ITS PLACE IN THE TRAINING OF INDIVIDUALS FOR EMPLOYMENT IN MISSOURI. GENERAL SUBJECT AREAS COVERED ARE INCLUDED UNDER THE FOLLOWING TITLES: (1) EXPECTANCY OF BUSINESS AND OFFICE EDUCATION, (2) JOB OPPORTUNITIES THROUGH BUSINESS AND OFFICE EDUCATION, (3) SKILLS AND KNOWLEDGES NECESSARY FOR ENTRY INTO BUSINESS AND OFFICE OCCUPATIONS, (4) PROGRAM NECESSARY FOR TRAINING IN BUSINESS AND OFFICE EDUCATION, (5) TEACHER QUALIFICATIONS IN BUSINESS AND OFFICE EDUCATION, (6) GUIDANCE AND PLACEMENT IN BUSINESS AND OFFICE EDUCATION. A SECTION CONTAINS A DESCRIPTION OF THE DICTIONARY OF OCCUPATIONAL TITLES CODING AND A SUGGESTED TAXONOMY FOR OFFICE OCCUPATIONS FROM THE U.S. OFFICE OF EDUCATION. (DL)

VT 017 646

WIGGS, GARLAND D., ED.
CAREER OPPORTUNITIES--MARKETING,
BUSINESS, AND OFFICE SPECIALISTS.
CAREER OPPORTUNITIES SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08321
J.G. FERGUSON PUBLISHING CO., SUBS.
OF DOUBLEDAY & CO., INC., 6 N.
MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 70 392P. PMM

COLLECTION

DESCRIPTORS - CAREER EDUCATION;
 *OCCUPATIONAL INFORMATION;
 OCCUPATIONS; EMPLOYMENT
 OPPORTUNITIES; MARKETING;
 *BUSINESS; OFFICE OCCUPATIONS;
 *CAREER OPPORTUNITIES; EMPLOYMENT
 QUALIFICATIONS; VOCATIONAL
 COUNSELING; CAREER PLANNING;
 OCCUPATIONAL GUIDANCE; POST
 SECONDARY EDUCATION;
 *SUBPROFESSIONALS; CAREER CHOICE
 IDENTIFIERS - EDUCATIONAL
 AWARENESS; *CAREER AWARENESS;
 ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK EXPLORES
 THE CAREER OPPORTUNITIES AVAILABLE
 TO GRADUATES OF 1- OR 2-YEAR POST-
 SECONDARY MARKETING, BUSINESS, OR
 OFFICE EDUCATIONAL PROGRAMS.
 INFORMATION CONTAINED IN OVER 300
 JOB DESCRIPTIONS IN 26 FIELDS
 INCLUDES: (1) TYPE OF WORK, (2)
 PERSONAL QUALITIES, (3) SECONDARY
 AND POST SECONDARY EDUCATIONAL
 REQUIREMENTS, (4) APPLYING FOR A
 JOB, (5) ENTRY LEVEL JOBS, (6)
 ADVANCEMENT POSSIBILITIES, (7)
 LICENSE OR CERTIFICATION, (8)
 WORKING CONDITIONS, (9) EARNINGS
 AND BENEFITS, AND (10) FUTURE
 OCCUPATIONAL OUTLOOK. (PM)

VT 017 709

PROJECTS SIMULATION OF OFFICE
 PROCEDURES FOR VOCATIONAL OFFICE
 EDUCATION.

TENNESSEE STATE BOARD FOR
 VOCATIONAL-TECHNICAL EDUCATION,
 NASHVILLE.

OFFICE OF EDUCATION (DHEW),
 WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PLB DATE - ND 136P.

DESCRIPTORS - RESOURCE MATERIALS;
 MARKETING; WORKSHEETS; *STUDENT
 PROJECTS; *TEACHING GUIDES;
 VOCATIONAL EDUCATION; *OFFICE
 OCCUPATIONS EDUCATION; VOCATIONAL
 DEVELOPMENT; EVALUATION TECHNIQUES;
 TEACHING PROCEDURES; *SIMULATION;
 *OFFICE PRACTICE; SECONDARY GRADES;
 BEHAVIORAL OBJECTIVES
 IDENTIFIERS - EDUCATIONAL

AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS COLOR-KEYED
 TEACHING GUIDE PRESENTS SEVEN
 STUDENT PROJECTS FOR VOCATIONAL
 OFFICE EDUCATION INSTRUCTION WHICH
 INVOLVE SIMULATION OF OFFICE
 PROCEDURES. INTENDED TO SUPPLEMENT
 A TEXTBOOK, EACH PROJECT CONTAINS
 TIME ALLOTMENTS, DETAILS ABOUT ITS
 PLACE IN THE CURRICULUM, SUPPLIES
 AND EQUIPMENT LISTS, BEHAVIORAL
 OBJECTIVES, AND WEAKNESSES IN TASK
 PERFORMANCE. SUGGESTED TEACHING
 PROCEDURES, EVALUATION TECHNIQUES,
 REQUIRED STUDENT FORMS, STUDENT
 READING MATERIALS, AND A TEACHER'S
 KEY ARE PROVIDED FOR EACH PROJECT.
 THIS GUIDE WAS DEVELOPED BY
 INSTRUCTORS OF VOCATIONAL OFFICE
 OCCUPATIONS AT THE SECONDARY LEVEL.
 THE SIMULATION PROJECT TITLES ARE:
 (1) COMPANY CORRESPONDENCE, (2)
 BOARD OF EDUCATION, (3) VOB SUPPLY,
 INC., (4) NORTHERN PENINSULA LIFE
 INSURANCE COMPANY, (5) OPN HOUSE,
 (6) AUDIO CONDENSER COMPANY, AND
 (7) PROGRAMMED LEARNING INSTITUTE.
 (AG)

VT 017 729

BUSINESS COMMUNICATIONS.

WICHITA PUBLIC SCHOOLS, KANS.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 70 215P.

DESCRIPTORS - *TEACHING GUIDES;
 GRADE 12; COURSE DESCRIPTIONS;
 BIBLIOGRAPHIES; RESOURCE MATERIALS;
 *REVIEW (REEXAMINATION);
 *VOCATIONAL EDUCATION; VOCATIONAL
 DEVELOPMENT; BASIC SKILLS; LEARNING
 ACTIVITIES; *BUSINESS EDUCATION;
 OFFICE OCCUPATIONS EDUCATION;
 *COMMUNICATIONS; COMMUNICATION
 SKILLS; WORKSHEETS
 IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS TEACHING GUIDE FOR
 A 2-SEMESTER BUSINESS
 COMMUNICATIONS COURSE IN GRADE 12
 CONTAINS A COURSE DESCRIPTION AND
 RATIONALE, PUBLIC RELATIONS
 TECHNIQUES, OVERALL SUMMARY SHEETS
 FOR EACH 9-WEEK PERIOD, A
 BIBLIOGRAPHY, AND RESOURCE LISTS.
 OFFERING INTENSIVE REVIEW IN BASIC

GRAMMAR, SENTENCE CONSTRUCTION, AND BUSINESS LETTER WRITING, 15 UNIT OUTLINES PROVIDE RESOURCE LISTS, LEARNING ACTIVITIES, INSTRUCTIONAL SCOPE, AND TIME ALLOTMENTS. VARIOUS TEACHING SUGGESTIONS, SAMPLE STUDENT WORKSHEETS, AND A VOCABULARY LIST OF USEFUL BUSINESS TERMS ARE INCLUDED. AN INTRODUCTORY 1-YEAR COURSE IN TYPING CONSTITUTES A PREREQUISITE FOR THIS BUSINESS COURSE, WHICH IS ENRICHED THROUGH THE USE OF AUDIOVISUAL AIDS, FILING PROCEDURES, SPEECH MAKING, AND PENMANSHIP DRILL. (AG)

VT 017 730

WHO? WHAT? WHERE? HOW MUCH?
COORDINATED VOCATIONAL ACADEMIC
EDUCATION BIBLIOGRAPHY.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 149P.

DESCRIPTORS - *BIBLIOGRAPHIES;
*CAREER EDUCATION; VOCATIONAL
DEVELOPMENT; *OCCUPATIONAL
GUIDANCE; HUMAN RESOURCES;
SECONDARY GRADES; HUMANITIES; *WORK
STUDY PROGRAMS; *STUDENT DEVELOPED
MATERIALS; COSTS; EDUCATIONAL
COORDINATION; VOCATIONAL EDUCATION;
ACADEMIC EDUCATION; INSTRUCTIONAL
MEDIA

IDENTIFIERS - EDUCATIONAL
AWARENESS; CAREER AWARENESS

ABSTRACT - THIS DETAILED
BIBLIOGRAPHY OF CAREER DEVELOPMENT
AND OCCUPATIONAL GUIDANCE MATERIALS
PROVIDES A TENTATIVE,
REPRESENTATIVE CROSS-SECTION OF
MATERIALS AND RESOURCE PEOPLE THAT
MAY BE AVAILABLE FOR USE IN JUNIOR
AND SENIOR HIGH SCHOOL WORK STUDY
PROGRAMS. COMPILED BY STUDENTS
ATTENDING THE 1972 COORDINATED
VOCATIONAL ACADEMIC EDUCATION
PROGRAM WORKSHOP, THIS BIBLIOGRAPHY
IS DIVIDED INTO TEN SECTIONS: (1)
BOOKS, BOOKLETS, PAMPHLETS, AND
MAGAZINES, (2) BULLETIN BOARDS AND
POSTERS, (3) EQUIPMENT, (4)
FILMSTRIPS, (5) FREE MATERIAL
SOURCES AND RESOURCE PEOPLE, (6)
FUND RAISING IDEAS, (7) GAMES, (8)
KITS, (9) SLIDES AND
TRANSPARENCIES, AND (10) TAPES AND

CASSETTES. FOR EACH ITEM, THE
CATALOG NUMBER, NAME OF THE ITEM,
LIST PRICE, NET PRICE, POSTAGE
REQUIRED, AND DESCRIPTION
(INCLUDING GRADE LEVEL) ARE GIVEN
IN A 6-COLUMN FORMAT. THE NAME AND
ADDRESS OF THE PUBLISHING COMPANY,
THE CATALOG YEAR, AND THE TYPE OF
MATERIAL ARE INCLUDED. (AG)

VT 017 763

ENGLEBARDT, STANLEY L.
CAREERS IN DATA PROCESSING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7252-09485
LOTHROP, LEE & SHEPARD CO., 105
MADISON AVE., NEW YORK, NEW YORK
10016 (\$4.50)
PUB DATE - 69 123P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION;
RESOURCE MATERIALS; INSTRUCTIONAL
MATERIALS; SECONDARY GRADES; POST
SECONDARY EDUCATION; *DATA
PROCESSING; *EMPLOYMENT
OPPORTUNITIES; *DATA PROCESSING
OCCUPATIONS; COMPUTER SCIENCE
EDUCATION; COMPUTERS; *COMPUTER
SCIENCE; *OCCUPATIONAL INFORMATION;
TECHNICAL OCCUPATIONS
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - THIS BOOK INTRODUCES
STUDENTS OF GRADES 9-12 AND POST
SECONDARY STUDENTS TO CAREERS IN
DATA PROCESSING. IT TELLS WHAT
COMPUTERS ARE AND HOW THEY WORK.
MORE IMPORTANTLY, HOWEVER, IT
SPOTLIGHTS INDIVIDUALLY THE CAREERS
AVAILABLE IN DATA PROCESSING, AND
GIVES PERSONAL HISTORIES OF PEOPLE
INVOLVED IN THEM. EXAMPLES OF
COMPUTERS IN SUCH FIELDS AS
MEDICINE AND EDUCATION DRAMATIZE
THE FUTURE POSSIBILITIES OF A DATA-
PROCESSING CAREER AND HELP THE
READER DECIDE WHERE HE FITS IN THIS
BURGEONING INDUSTRY. (PM)

VT 017 765

HAILES, WILLIAM D., JR.; HUBBARD,
RAYMOND T.
SMALL BUSINESS MANAGEMENT. TEXT,
TEACHER'S MANUAL AND KEY, AND TEST
PACKET. BOOK 1.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07248
DILMAR PUBLISHERS, INC.,
MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 65 555P. PMN
COLLECTION

DESCRIPTORS - CAREER OPPORTUNITIES;
*BUSINESS EDUCATION; ADMINISTRATIVE
PERSONNEL; *BUSINESS
ADMINISTRATION; MERCHANDISING;
*MANAGEMENT EDUCATION; SECONDARY
GRADES; POST SECONDARY EDUCATION;
TEACHING GUIDES; WORKBOOKS;
*INSTRUCTIONAL MATERIALS; TESTS
IDENTIFIERS - CAREER AWARENESS;
ECONOMIC AWARENESS; BEGINNING
COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR
GRADES 11-14 AND CONSISTS OF A
TEXT-WORKBOOK, TEACHING GUIDE, AND
TEST PACKET. IT IS A PRACTICAL
GUIDE AND AN OUTLINE FOR BOTH THE
TEACHER AND THE STUDENT OF SMALL
BUSINESS MANAGEMENT AND COVERS 15
MAJOR UNITS WHICH RELATE TO THE
SUCCESS IN BUSINESS OWNERSHIP. AN
ATTEMPT HAS BEEN MADE TO USE
SIMPLIFIED TERMINOLOGY AND
EMPHASIZE THE PRACTICAL RATHER THAN
THE THEORETICAL VALUES OF ESSENTIAL
INFORMATION PRESENTED. (PM)

VT 017 768

HAILES, WILLIAM D., JR.; HUBBARD,
RAYMOND I.
SMALL BUSINESS MANAGEMENT. TEXT,
TEACHER'S MANUAL AND KEY, AND TEST
PACKET. BOOK II.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07249
DILMAR PUBLISHERS, INC.,
MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 67 417P. PMN
COLLECTION

DESCRIPTORS - *CAREER
OPPORTUNITIES; *BUSINESS EDUCATION;
ADMINISTRATIVE PERSONNEL; *BUSINESS
ADMINISTRATION; MERCHANDISING;
*MANAGEMENT EDUCATION; SECONDARY
GRADES; POST SECONDARY EDUCATION;
TEACHING GUIDES; WORKBOOKS;
*INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER AWARENESS;
ECONOMIC AWARENESS; BEGINNING

COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR
GRADES 11-14 AND CONSISTS OF A
TEXT-WORKBOOK, TEACHING GUIDE, AND
TEST PACKET. IT IS A PRACTICAL
GUIDE AND AN OUTLINE FOR BOTH THE
TEACHER AND THE STUDENT OF SMALL
BUSINESS MANAGEMENT AND COVERS 15
MAJOR UNITS WHICH RELATE TO THE
SUCCESS IN BUSINESS OWNERSHIP. AN
ATTEMPT HAS BEEN MADE TO USE
SIMPLIFIED TERMINOLOGY AND
EMPHASIZE THE PRACTICAL RATHER THAN
THE THEORETICAL VALUES OF ESSENTIAL
INFORMATION PRESENTED. (PM)

VT 017 770 ED 069 918
CAREER EDUCATION RESOURCE GUIDE.

GENERAL LEARNING CORP., WASHINGTON,
D.C.

DOCUMENT NOT AVAILABLE FROM EDRS.
GENERAL LEARNING CORP., 2139
WISCONSIN AVE., N.W., WASHINGTON,
D.C. 20007
PUB DATE - 72 257P.

DESCRIPTORS - ADULT VOCATIONAL
EDUCATION; BIBLIOGRAPHIES; *CAREER
EDUCATION; *CONCEPTUAL SCHEMES;
EDUCATIONAL OBJECTIVES; ELEMENTARY
GRADES; HUMANITIES; *INSTRUCTIONAL
INNOVATION; *LEARNING ACTIVITIES;
PHOTOGRAPHS; PROGRAM EVALUATION;
*RESOURCE GUIDES; SECONDARY GRADES;
VOCATIONAL DEVELOPMENT
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE FOR
CAREER EDUCATION PROGRAMS PRESENTS
SEPARATE SECTIONS WITH INNOVATIVE
LEARNING ACTIVITIES AND RESOURCE
IDEAS FOR KINDERGARTEN AND THE
ELEMENTARY GRADES, THE MIDDLE AND
JUNIOR HIGH SCHOOL GRADES, AND FOR
HIGH SCHOOL AND ADULT EDUCATION.
IDEAS FOR EVALUATING CAREER
EDUCATION PROGRAMS ARE GIVEN FOR
EACH LEVEL, TOGETHER WITH TEACHING
PROCEDURES, PERFORMANCE OBJECTIVES,
RESOURCE MATERIALS, CONCEPTUAL
STATEMENTS, AND EXPLANATORY NOTES
FOR EACH LEARNING ACTIVITY.
PHOTOGRAPHS ILLUSTRATE THE TEXT,
WHICH WAS DEVELOPED LARGELY BY
TEACHERS, SCHOOL ADMINISTRATORS,
AND OTHER EDUCATORS FROM SCHOOL

SYSTEMS THROUGHOUT THE NATION FOR THE USE OF OTHER TEACHERS AT THE ELEMENTARY AND SECONDARY LEVELS. A BIBLIOGRAPHY, A LIST OF RESOURCE PEOPLE, A CONCEPTUAL CHART CORRELATED WITH INDIVIDUAL LEARNING ACTIVITIES, AND AN EXTENSIVE RATIONALE FOR CAREER EDUCATION ARE INCLUDED. (AG)

VT 017 789
CLERICAL OCCUPATIONS.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09643
CHRONICLE GUIDANCE, MORAVIA, N.Y.
13118
PUB DATE - ND 141P. PMM
COLLECTION

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *CLERICAL OCCUPATIONS; SECONDARY GRADES; POST SECONDARY EDUCATION; CLERICAL WORKERS; *OCCUPATIONAL INFORMATION; *FILE CLERKS; *TYPISTS; SUPPLEMENTARY READING MATERIALS; OCCUPATIONAL GUIDANCE; INDEPENDENT STUDY; DISTRIBUTIVE EDUCATION; DATA PROCESSING OCCUPATIONS; GOVERNMENT EMPLOYEES; BUSINESS EDUCATION IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 32 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLE (DOT) CODE NUMBERS ON A VARIETY OF CLERICAL JOBS, AND THE INFORMATION MAY BE USEFUL TO STUDENTS IN GRADES 9-14. EACH BRIEF CONCENTRATES ON ONE TYPE OF JOB SUCH AS DATA TYPIST, ACCOUNTANT, BOOKKEEPER, OR FILE CLERK. A JOB DESCRIPTION IS GIVEN, ALONG WITH A DISCUSSION OF SALARY, WORKING HOURS, ADVANTAGES, DISADVANTAGES, ADVANCEMENT OPPORTUNITIES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 796
IVARIE, TED W., AND OTHERS
LEARNING SYSTEM FOR OFFSET
INSTRUCTION AND FUNDAMENTALS OF

OFFSET: A BASIC COURSE IN OFFSET
DUPLICATING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1021-08892
A.B. DICK COMPANY, 5700 W. TOWHY
AVE., CHICAGO, ILL. 60648
PUB DATE - 69 320P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION;
*INSTRUCTIONAL MATERIALS; *TEACHING
GUIDES; TEXTBOOKS; BUSINESS
EDUCATION; *OFFICE OCCUPATIONS;
OFFICE MACHINES; GRADE 11; GRADE
12; COMMUNICATION; *REPROGRAPHY;
INDEPENDENT STUDY; PROGRAMED
INSTRUCTION; PROGRAMED TEXTS;
*STUDY GUIDES
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS SET OF THREE TEXT-
WORKBOOKS IS A WORKABLE COURSE OF
STUDY DESIGNED TO ASSIST THE
TEACHER TO DO A BETTER JOB OF
TEACHING OFFSET TO STUDENTS OF
GRADES 11 AND 12. IT PERMITS THE
INDIVIDUAL STUDENT TO PROGRESS WITH
A MINIMUM OF SUPERVISION AND
INSTRUCTION TIME. THE PROJECTS
DEVELOP THE ABILITY TO PREPARE
DIRECT IMAGE MASTERS, PRESENSITIZED
OFFSET PLATES, AND ARTWORK FOR THE
PREPARATION OF NEGATIVES. (PM)

VT 017 801 ED 069 919
MICROFICHE COLLECTION OF
CLEARINGHOUSE DOCUMENTS REPORTED IN
ABSTRACTS OF INSTRUCTIONAL
MATERIALS IN VOCATIONAL AND
TECHNICAL EDUCATION (AIM), VOLUME
6, NUMBER 1.

OHIO STATE UNIV., COLUMBUS. CENTER
FOR VOCATIONAL AND TECHNICAL
EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
EDRS PRICE MF-147.52 HC NOT
AVAILABLE FROM EDRS.
PUB DATE - 72 20,699P.

DESCRIPTORS - AGRICULTURAL
EDUCATION; BUSINESS EDUCATION;
CAREER EDUCATION; CLEARINGHOUSES;
DISTRIBUTIVE EDUCATION;
DOCUMENTATION; HEALTH OCCUPATIONS
EDUCATION; HOME ECONOMICS

EDUCATION; INDEXES (LOCATORS);
INDUSTRIAL ARTS; INFORMATION
RETRIEVAL; INFORMATION STORAGE;
*INSTRUCTIONAL MATERIALS;
*MICROFICHE; *TECHNICAL EDUCATION;
TRADE AND INDUSTRIAL EDUCATION;
*VOCATIONAL EDUCATION

ABSTRACT - DOCUMENTS ANNOUNCED WITH
VT NUMBERS ONLY IN VOLUME 6, NUMBER
1 (VT 017 800) OF "ABSTRACTS OF
INSTRUCTIONAL MATERIALS IN
VOCATIONAL AND TECHNICAL EDUCATION"
(AIM) ARE INCLUDED IN THIS
MICROFICHE SET. THE MICROFICHE SET
IS ARRANGED IN THE FOLLOWING
SEQUENCE: (1) A VOCATIONAL
TECHNICAL (VT) NUMBER INDEX TO
DOCUMENTS IN THE MICROFICHE
COLLECTION, (2) THE SUBJECT AND
AUTHOR INDEXES FROM AIM, AND (3)
THE FULL TEXT OF DOCUMENTS LISTED
IN THE VT NUMBER INDEX. THE TEXTS
ARE FILMED CONTINUOUSLY IN VT
NUMBER SEQUENCE. (CD)

VT 017 843

CLARK, LAVON, AND OTHERS
SECRETARIAL TRAINING GUIDE.
BUSINESS EDUCATION, WICHITA PUBLIC
SCHOOLS, 1968-1969.

WICHITA PUBLIC SCHOOLS, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 103P.

DESCRIPTORS - COURSE DESCRIPTIONS;
*RESOURCE GUIDES; SECONDARY GRADES;
WORKSHEETS; *PROJECT TRAINING
METHODS; TEACHING PROCEDURES;
EDUCATIONAL OBJECTIVES;
*SECRETARIES; *BUSINESS EDUCATION;
*VOCATIONAL EDUCATION; VOCATIONAL
DEVELOPMENT
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS COLOR-KEYED
RESOURCE GUIDE INCLUDES TEACHING
GUIDELINES, A SUGGESTED GRADING
SCALE, AN INSTRUCTIONAL OUTLINE,
AND COURSE OBJECTIVES FOR
SECRETARIAL TRAINING PROJECTS, TO
BE CHOSEN FROM A WIDE RANGE OF
BUSINESS AND JOB TRAINING TOPICS.
EXTENSIVE WORKSHEETS AND RESOURCE
MATERIALS ARE PROVIDED FOR THE
PROJECT WORK. INTRODUCTORY
SHORTHAND AND TYPING ARE COURSE

PREREQUISITES. DEVELOPED AT A
WORKSHOP, THIS SECRETARIAL TRAINING
GUIDE EMPHASIZES VOCATIONAL
PREPARATION AND PERSONALITY
DEVELOPMENT, IN ADDITION TO THE USE
OF BUSINESS MACHINES AND RELATED
OFFICE SKILLS. (AG)

VT 017 848

A TEACHER'S GUIDE FOR FREE
ENTERPRISE.

COLORADO STATE UNIV., FT. COLLINS.
DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY
COLLEGES AND OCCUPATIONAL
EDUCATION, DENVER
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01SEP71 43P.

DESCRIPTORS - *INSTRUCTIONAL
MATERIALS; *CURRICULUM GUIDES; POST
SECONDARY EDUCATION; *BUSINESS
EDUCATION; *TEACHING GUIDES;
BUSINESS EDUCATION TEACHERS;
VOCATIONAL EDUCATION; ECONOMIC
EDUCATION; *ECONOMICS; CONCEPT
TEACHING; GOVERNMENT ROLE; COURSE
CONTENT
IDENTIFIERS - ECONOMIC AWARENESS;
FREE ENTERPRISE

ABSTRACT - WRITTEN BY SECONDARY
SCHOOL AND TECHNICAL INSTITUTE
INSTRUCTORS, DEPARTMENT HEADS, AND
COORDINATORS AND REVIEWED BY AN
ADVISORY COMMITTEE OF SCHOOL
SUPERVISORS AND BUSINESSMEN, THIS
GUIDE IS PART OF A BUSINESS AND
OFFICE EDUCATION CURRICULUM PROJECT
DESIGNED FOR POST SECONDARY LEVEL
INSTRUCTION. IT CONSISTS OF A 15-
LESSON OUTLINE OF CONTENT
ACTIVITIES WHICH ARE ORGANIZED BY
SPECIFIC ECONOMIC CONCEPTS OF
BUSINESS ORGANIZATIONS. INCLUDED IN
THE CONTENT IS AN EXAMINATION OF
THE COMPARATIVE ROLE OF THE
INDIVIDUAL AND THE GOVERNMENT UNDER
THE ECONOMIC SYSTEMS OF FREE
ENTERPRISE, SOCIALISM, AND FASCISM.
CONSIDERATION IS GIVEN TO
GOVERNMENT REGULATION OF BUSINESS,
RISK BEARING, THE LAW OF SUPPLY AND
DEMAND, TYPES OF BUSINESS
ORGANIZATIONS, THE PRICE SYSTEM,
COMPETITION, MONOPOLY, AND
INDIVIDUAL AND LEGAL RIGHTS. SPACE

IS PROVIDED ON THE LEFT SIDE OF EACH PAGE FOR TEACHERS TO MAKE NOTES, WRITE IN STUDENT ACTIVITIES, AND ADD MATERIAL THEY THINK IS NECESSARY. (AUTHOR/DL)

VT 017 849

A TEACHER'S GUIDE FOR DATA PROCESSING.

COLORADO STATE UNIV., FT. COLLINS.
DEPT. OF VOCATIONAL EDUCATION.
COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01SEP71 43P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; GOAL ORIENTATION; BEHAVIORAL OBJECTIVES; *VOCATIONAL EDUCATION; BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; COMMUNICATIONS; SECONDARY GRADES; *DATA PROCESSING; VISUAL AIDS; VOCATIONAL DEVELOPMENT; *TEACHING GUIDES

IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - FUNDED BY A STATE GRANT, THIS INSTRUCTIONAL UNIT ON DATA PROCESSING WAS DEVELOPED BY VOCATIONAL BUSINESS AND OFFICE EDUCATION TEACHERS AT THE HIGH SCHOOL LEVEL WITH THE AID OF AN ADVISORY COMMITTEE OF TEACHERS AND LEADERS IN BUSINESS. FOR EACH OF THE TEN LESSON PLANS, A TOPICAL OUTLINE CORRELATED WITH KEY TEACHING POINTS IS PRESENTED IN A 2-COLUMN FORMAT. SPACE IS PROVIDED FOR THE TEACHER'S NOTES. FOUR UNIT GOALS WITH BEHAVIORAL OBJECTIVES ARE INCLUDED. LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

VT 017 857

GENERAL OFFICE TRAINING. A GUIDE FOR TEACHERS TO HANDLE SPECIAL PROBLEMS IN BUSINESS EDUCATION. TENTATIVE REPORT.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. BUSINESS AND OFFICE EDUCATION SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 2H5P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *SPECIAL PROGRAMS; *TEACHING GUIDES; SECONDARY GRADES; FLEXIBLE PROGRESSION; STUDENT PROJECTS; *JOB TRAINING; BUSINESS EDUCATION; INDIVIDUAL NEEDS; INDIVIDUALIZED INSTRUCTION; RESOURCE MATERIALS; MARKETING; OCCUPATIONAL GUIDANCE; *PROGRAM GUIDES
IDENTIFIERS - BEGINNING COMPETENCE; *SPECIAL NEEDS

ABSTRACT - THIS SPIRAL-BOUND SUPPLEMENTAL TEACHING GUIDE FOR A 1-YEAR INTRODUCTORY COURSE IN GENERAL OFFICE TRAINING AT THE HIGH SCHOOL LEVEL WAS PREPARED ESPECIALLY TO MEET THE NEEDS OF THE LOW ACHIEVER, THE DISADVANTAGED STUDENT, AND OTHER SPECIAL NEEDS GROUPS. INTENDED FOR USE EITHER AS A SPECIAL COURSE OR FOR INTEGRATION INTO AN EXISTING CURRICULUM, THIS TENTATIVE REPORT EMPHASIZES INDIVIDUALIZED INSTRUCTION TO ACHIEVE FLEXIBILITY IN MEETING INDIVIDUAL NEEDS. FACILITY REQUIREMENTS AND SUGGESTED EQUIPMENT AND SUPPLY LISTS ARE INCLUDED, AS WELL AS A WIDE RANGE OF APPENDED RESOURCE MATERIALS. THE INSTRUCTIONAL PROGRAM OUTLINE DETAILS 23 STUDENT PROJECTS, EACH GIVING TEACHING PROCEDURES, A BEHAVIORAL OBJECTIVE, LEARNING ACTIVITIES, AND FOLLOW-UP ACTIVITIES. FOCUSING ON TECHNIQUES FOR OBTAINING AND SUCCEEDING ON A JOB, THESE INSTRUCTIONAL UNITS WERE DEVELOPED BY A STATE CURRICULUM COMMITTEE OF HIGH SCHOOL AND COLLEGE INSTRUCTORS AND LEADERS IN BUSINESS. FOR EACH SECTION, TOPICAL OUTLINES, RESOURCE LISTS, LEARNING ACTIVITIES, AND EVALUATION TECHNIQUES ARE CORRELATED WITHIN A 4-COLUMN FORMAT. SAMPLE PROGRAM MATERIALS ARE PROVIDED. (AG)

VT 018 066

MAKING THE GRADE.

EFFECTIVE LEARNING INC.; SETTLEMENT HOUSES EMPLOYMENT DEVELOPMENT, INC., NEW YORK, N.Y.
NEW YORK STATE EDUCATION DEPT.,

ALBANY. BUREAU OF OCCUPATIONAL
EDUCATION RESEARCH.
DOCUMENT NOT AVAILABLE FROM EDRS.
PUB DATE - NOV71 124P.

DESCRIPTORS - *READING MATERIALS;
*INSTRUCTIONAL MATERIALS; *MANPOWER
DEVELOPMENT; WORKSHEETS; ADULT
VOCATIONAL EDUCATION; VOCATIONAL
DEVELOPMENT; UNDEREMPLOYED;
UNEMPLOYED; *SECRETARIES; *JOB
TRAINING; SEQUENTIAL APPROACH; WORK
EXPERIENCE; WORK ATTITUDES;
TEACHING TECHNIQUES; EMPLOYMENT
PROBLEMS
IDENTIFIERS - SELF AWARENESS;
*MINI-GRANT

ABSTRACT - TO PREPARE UNEMPLOYED
AND UNDEREMPLOYED ADULTS FOR
SECRETARIAL POSITIONS IN LAW FIRMS,
THIS SPECIAL CURRICULUM DEALS WITH
WORK BEHAVIOR AND WORK CONTENT IN A
SEQUENCE OF 15 ANECDOTAL UNITS
DESCRIBING THE FICTITIOUS WORK
EXPERIENCE OF A YOUNG, ECONOMICALLY
DISADVANTAGED GIRL DURING HER FIRST
CRUCIAL WEEKS ON THE JOB. FUNDED
UNDER A STATE "MINI-GRANT," THESE
15 INSTRUCTIONAL UNITS CONTAIN
READING MATERIALS FOLLOWED BY
QUESTIONS FOR THE STUDENT TO
ANSWER. A DETAILED RATIONALE AND
TEACHING GUIDE DISCUSS THIS
APPROACH TO MANPOWER TRAINING,
GIVING SUGGESTIONS ON HOW TO
UTILIZE THE QUESTIONS EFFECTIVELY
IN THE CLASSROOM. DEVELOPED BY
SUPERVISORS, ATTORNEYS, TRAINING
INSTRUCTORS, AND TRAINEES FROM LAW
FIRMS, THE WORK ASSIGNMENTS, LEGAL
TERMINOLOGY AND FORMS, AND JOB
PROBLEMS ARE PRESENTED WITHIN A
CONTEXT OF SUPERVISORY AND ATTORNEY
EXPECTATIONS AND ATTITUDES AND CO-
WORKERS' ATTITUDES. INTENDED TO
IMPROVE THE STUDENTS' SELF-
AWARENESS, BEHAVIORAL
UNDERSTANDINGS, AND COMPREHENSION
AND PERFORMANCE OF WORK TASKS, THIS
STORY IS AIMED AT MAXIMIZING
STUDENTS' JOB SATISFACTIONS AND
ACHIEVEMENTS. (AG)

VT 018 536 ED 072 201
BUSINESS EDUCATION CURRICULUM
GUIDES FOR THE 70'S.

NEW JERSEY STATE DEPT. OF
EDUCATION, TRENTON. DIV. OF
VOCATIONAL EDUCATION.; NORTH
HUNTERDON REGIONAL HIGH SCHOOL,
ANNANDALE, N.J.; NEW JERSEY
BUSINESS EDUCATION ASSOCIATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - ND 95P.

DESCRIPTORS - *CURRICULUM GUIDES;
CURRICULUM DEVELOPMENT; *BUSINESS
EDUCATION; VOCATIONAL EDUCATION;
*OFFICE OCCUPATIONS EDUCATION;
*BUSINESS SUBJECTS; SECONDARY
GRADES; SECRETARIES; *COURSE
CONTENT; LEARNING ACTIVITIES;
OFFICE OCCUPATIONS

ABSTRACT - DESIGNED FOR USE BY
PRACTITIONERS AND CLASSROOM
TEACHERS WITH VARYING BACKGROUNDS
AND TEACHING EXPERIENCE, THIS
CURRICULUM GUIDE IS INTENDED AS A
PATTERN TO AID IN THE ENRICHMENT
AND DEVELOPMENT OF MORE INCLUSIVE
CURRICULUMS. COMPLETE WITH
BEHAVIORAL OBJECTIVES, COURSE
CONTENT, SUGGESTED LEARNING
ACTIVITIES, MATERIALS AND
EQUIPMENT, TEACHER RESOURCES,
EVALUATION PROCEDURES, AND
CURRICULUM ALTERNATIVES FOR EACH OF
THE SUBJECTS COVERED, THE MATERIAL
PRESENTED MAY BE VARIED OR ALTERED
TO INTEGRATE DESIRED LEARNING
SKILLS WHILE DEVELOPING THE
ATTITUDES AND WORK HABITS NEEDED
FOR SUCCESS IN EMPLOYMENT. COURSES
DESCRIBED UNDER SECRETARIAL
SUBJECTS INCLUDE SHORTHAND,
TYPEWRITING, OFFICE MACHINES, AND
OFFICE PRACTICE; UNDER QUANTITATIVE
BUSINESS SUBJECTS, RECORDKEEPING,
BUSINESS MATHEMATICS, AND DATA
PROCESSING; AND UNDER SOCIAL
BUSINESS SUBJECTS, BUSINESS LAW,
CONSUMER EDUCATION, AND BUSINESS
ORGANIZATION. (SN)

VT 018 553
GOSMAN, MINNA L.
MEDICAL RECORDS. INSTRUCTIONAL UNIT
FOR THE MEDICAL TRANSCRIBER.
MEDICAL TERMINOLOGY OF THE
DIGESTIVE SYSTEM. ALLIED HEALTH
PROFESSIONS PROJECT.

CALIFORNIA UNIV., LOS ANGELES. DIV.
OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C. BUREAU OF RESEARCH
DOCUMENT NOT AVAILABLE FROM EDRS.
UNIVERSITY OF CALIFORNIA, ALLIED
HEALTH PROFESSIONS PROJECT, 1003
WILSHIRE BLVD., SANTA MONICA, CA
90401 (\$2.00)
PUB DATE - APR72 73P. APRIL
1972 REVISION.

DESCRIPTORS - *INSTRUCTIONAL
MATERIALS; *MEDICAL VOCABULARY;
*MEDICAL RECORD TECHNICIANS;
*HEALTH OCCUPATIONS EDUCATION;
*ANATOMY; PHYSIOLOGY
IDENTIFIERS - EDUCATIONAL
AWARENESS; *DIGESTIVE SYSTEM

ABSTRACT - SINCE THE OCCUPATION OF
MEDICAL TRANSCRIBER WAS CONSIDERED
TO BE AMONG THOSE WITH CRUCIAL
MANPOWER NEEDS, CURRICULUM AND
INSTRUCTIONAL MATERIALS FOR
TRAINING THE MEDICAL TRANSCRIBER
WERE DEVELOPED. THIS BOOKLET DEALS
WITH MEDICAL TERMINOLOGY OF THE
DIGESTIVE SYSTEM. PART ONE OF THIS
DOCUMENT PRESENTS THE TERMINOLOGY
AS A DESCRIPTIVE NARRATIVE
EXPLAINING ANATOMY, PHYSIOLOGY,
PATHOLOGY, HOSPITAL PROCEDURES IN
LABORATORY TESTS, RADIOLOGY, AND
OPERATIONS. AFTER EACH NARRATIVE
THERE ARE EXERCISES THAT INCLUDE
IDENTIFICATION OF ILLUSTRATIONS,
TRUE AND FALSE QUESTIONS, MULTIPLE
CHOICE, MATCHING, AND OTHER TESTS
OF DISCRIMINATION. PART TWO FOLLOWS
THE WRITTEN WORK. FOR EACH SEGMENT
OF THE WRITTEN MATERIAL THERE IS AN
AUDIO EXERCISE WHICH REQUIRES THE
STUDENT TO TYPE A DICTATED LIST OF
NEW WORDS. THIS IS FOLLOWED BY A
DICTATED SHORT PARAGRAPH IN WHICH
THE NEW WORDS ARE USED IN A
MEANINGFUL CONTEXT. SIDE A OF THE
TAPE IS DESIGNED TO BE USED
CONCURRENTLY WITH THE WRITTEN
EXERCISES. SIDE B IS USED AT THE
CONCLUSION OF THE WRITTEN EXERCISES
AND INCLUDES MEDICAL REPORTS OF
VARIOUS KINDS RELATED TO THE
PARTICULAR DISORDER OF THE SYSTEM
AS THEY MIGHT OCCUR IN A MEDICAL
RECORD. THEY RANGE FROM EASY TO

DIFFICULT AND FROM CLEARLY
ARTICULATED TO GARBLED SPEECH,
AGAIN IN AN ATTEMPT TO SIMULATE THE
REAL-LIFE EXPERIENCE. (AUTHOR/DL)

VT 018 597 ED 073 247
COOPERATIVE OCCUPATIONAL EDUCATION
PROGRAMS ADMINISTRATIVE HANDBOOK.

NEW YORK STATE EDUCATION DEPT.,
ALBANY. OFFICE OF OCCUPATIONAL
EDUCATION.
EDRS PRICE MF-\$0.65 HC NOT
AVAILABLE FROM EDRS.
PUB DATE - 72 92P.

DESCRIPTORS - *COOPERATIVE
EDUCATION; *PROGRAM DESCRIPTIONS;
*STATE PROGRAMS; *WORK EXPERIENCE
PROGRAMS; *ADMINISTRATOR GUIDES;
EDUCATIONAL OBJECTIVES;
ADMINISTRATIVE ORGANIZATION;
PROGRAM PLANNING; PROGRAM
ADMINISTRATION; VOCATIONAL
EDUCATION
IDENTIFIERS - *NEW YORK

ABSTRACT - THIS ADMINISTRATOR GUIDE
DESCRIBES OCCUPATIONAL COOPERATIVE
AND WORK-STUDY PROGRAMS IN THE
STATE OF NEW YORK, DETAILING THE
ADVANTAGES OF COOPERATIVE EDUCATION
FOR THE STUDENT, THE SCHOOL, THE
EMPLOYER, AND THE COMMUNITY. A
RATIONALE FOR WORK EXPERIENCE
PROGRAMS PRECEDES A CHART GIVING
OBJECTIVES, TIME ALLOTMENTS,
STUDENT CHARACTERISTICS, AND OTHER
PERTINENT INFORMATION RELATING TO
NEW YORK WORK EXPERIENCE PROGRAMS.
DIVERSE ADMINISTRATIVE
CONSIDERATIONS ARE DISCUSSED,
RANGING FROM STAFFING TO PROGRAM
PLANNING. PROGRAM FEATURES ARE
SPECIFIED FOR EACH TYPE OF
COOPERATIVE PROGRAM. LINE DIAGRAMS
ILLUSTRATE THE TEXT, WHICH INCLUDES
A BIBLIOGRAPHY AND A GLOSSARY. (AG)

VT 018 730 ED 072 248
ANDERSON, GRADY L.; RIORDAN, RICHARD
J.
GEORGIA GUIDEBOOK: JOB PLACEMENT
SERVICES.

GEORGIA STATE UNIV., ATLANTA.
GEORGIA STATE DEPT. OF EDUCATION,
ATLANTA. DIV. OF VOCATIONAL

EDUCATION.

EDRS PRICE MF-\$0.65 HC-\$3.29.

PUB DATE - 71 61P.

DESCRIPTORS - *EMPLOYMENT SERVICES;
 *JOB PLACEMENT; ADMINISTRATIVE
 ORGANIZATION; STATE PROGRAMS;
 RESOURCE MATERIALS; *VOCATIONAL
 EDUCATION; BIBLIOGRAPHIES; *LEADERS
 GUIDES; VOCATIONAL DEVELOPMENT;
 *PROGRAM DEVELOPMENT; OCCUPATIONAL
 GUIDANCE; STUDENT TESTING;
 SUMMATIVE EVALUATION; INSTRUCTOR
 COORDINATORS; COMMUNITY INVOLVEMENT
 IDENTIFIERS - *GEORGIA

ABSTRACT - INTENDED FOR POTENTIAL
 AND CURRENT JOB PLACEMENT
 COORDINATORS, THIS GUIDEBOOK
 DESCRIBES GEORGIA'S PLACEMENT
 SERVICE ACTIVITIES IN THE FIVE
 FOLLOWING AREAS: (1) ORGANIZATION
 OF A PLACEMENT SERVICE, (2)
 DEVELOPMENTAL ACTIVITIES, (3)
 TESTING, (4) INDIVIDUAL AND GROUP
 WORK ACTIVITIES, AND (5) FOLLOWUP
 EVALUATION AND RESEARCH. THE TEXT'S
 INTRODUCTORY RATIONALE MAKES THE
 ASSUMPTION THAT JOB PLACEMENT, AS A
 KEY SCHOOL SERVICE, SHOULD PROVIDE
 COMPREHENSIVE EFFORTS RELATED TO
 VOCATIONAL PREPARATION BOTH AT THE
 ELEMENTARY AND SECONDARY LEVELS.
 RESOURCE MATERIALS AND A
 BIBLIOGRAPHY ARE APPENDED. THIS
 LEADER'S GUIDE WAS FUNDED BY MEANS
 OF A STATE GRANT. (AG)

VT 018 890 ED 073 272

WHAT EVERY EMPLOYER NEEDS TO KNOW
 ABOUT OSHA RECORDKEEPING.

BUREAU OF LABOR STATISTICS (DOL),
 WASHINGTON, D.C.

EDRS PRICE MF-\$0.65 HC-\$3.29.

BLS-R-412

PUB DATE - 72 34P.

DESCRIPTORS - *FEDERAL LEGISLATION;
 RESOURCE GUIDES; LABOR STANDARDS;
 *HEALTH; MEDICAL SERVICES; LABOR
 CONDITIONS; *RECORDKEEPING;
 EMPLOYEES; OCCUPATIONAL DISEASES;
 *INJURIES; *SAFETY; FIRST AID
 IDENTIFIERS - *OCCUPATIONAL SAFETY
 AND HEALTH ACT OF 1970

ABSTRACT - THIS PUBLICATION

PRESENTS ANSWERS TO THE QUESTIONS
 MOST FREQUENTLY ASKED BY EMPLOYERS
 CONCERNING INJURY AND ILLNESS
 RECORDKEEPING AND REPORTING
 REQUIREMENTS UNDER THE WILLIAMS-
 STEIGER OCCUPATIONAL SAFETY AND
 HEALTH ACT OF 1970. UNDER THIS ACT,
 THE BUREAU OF LABOR STATISTICS OF
 THE U.S. DEPARTMENT OF LABOR IS
 HELD RESPONSIBLE FOR THE
 RECORDKEEPING AND REPORTING
 REQUIREMENTS. TOPICS OF CONCERN ARE
 LISTED ALPHABETICALLY FOR EASY
 REFERENCE. ADDRESSES OF
 OCCUPATIONAL SAFETY AND HEALTH
 ADMINISTRATION REGIONAL OFFICES ARE
 APPENDED, IN ADDITION TO CHARTS
 DEPICTING THE CONDITIONS NECESSARY
 FOR RECORDING OCCUPATIONAL INJURIES
 OR ILLNESSES UNDER THIS ACT. (AG)

VT 018 993 ED 073 298

MCMINN, J.H., COMP.; MORRIS, KEN,
 COMP.

CAREER EDUCATION: A HANDBOOK FOR
 PROGRAM INITIATION.

MISSISSIPPI STATE DEPT. OF
 EDUCATION, JACKSON. DIV. OF
 VOCATIONAL AND TECHNICAL EDUCATION.
 EDRS PRICE MF-\$0.65 HC-\$6.58.
 PUB DATE - JUL72 134P.

DESCRIPTORS - *CAREER EDUCATION;
 *VOCATIONAL DEVELOPMENT; SKILL
 DEVELOPMENT; ELEMENTARY GRADES;
 INTERMEDIATE GRADES; SECONDARY
 GRADES; *RESOURCE GUIDES; *PROGRAM
 DEVELOPMENT; LEARNING ACTIVITIES;
 CAREER PLANNING; ADMINISTRATOR
 RESPONSIBILITY; TEACHER
 RESPONSIBILITY
 IDENTIFIERS - CAREER AWARENESS;
 CAREER EXPLOKATION

ABSTRACT - THIS COMPILATION OF
 IDEAS, SAMPLE ACTIVITIES, AND OTHER
 INFORMATION HAS BEEN PREPARED FOR
 USE BY CLASSROOM TEACHERS,
 COUNSELORS, CAREER EDUCATION
 LEADERS, AND SCHOOL ADMINISTRATORS
 IN INITIATING CAREER EDUCATION
 PROGRAMS. SECTION OF THE HANDBOOK
 PROVIDE: (1) A DESCRIPTION OF THE
 CAREER-CENTERED CURRICULUM, WHICH
 IS A CURRICULUM DESIGNED TO HELP
 STUDENTS DEVELOP SOCIO-LOGICAL,
 PSYCHOLOGICAL, AND OCCUPATIONAL

SKILLS THROUGH A DEVELOPMENTAL PROGRAM DIVIDED INTO STAGES OF CAREER AWARENESS, EXPLORATION, PREPARATION, AND CONTINUING EDUCATION, (2) A LISTING OF THE RESPONSIBILITIES OF THE ADMINISTRATOR, CAREER EDUCATOR, OCCUPATIONAL ORIENTATION TEACHERS, COUNSELOR, TEACHER, AND TEACHER AIDES IN THE CAREER EDUCATION PROGRAMS, (3) A CHART ILLUSTRATING CAREER DEVELOPMENT CONCEPTS AT THE PRIMARY, INTERMEDIATE, AND SECONDARY GRADE LEVELS, (4) A GUIDE FOR PLANNING CAREER ACTIVITIES BASED ON DEVELOPMENTAL TASKS AND CHARACTERISTIC REACTIONS OF CERTAIN STAGES OF DEVELOPMENT, AND (5) A LISTING OF CAREER ACTIVITIES. THE ACTIVITIES, WHICH ARE DIVIDED INTO ELEMENTARY, MIDDLE SCHOOL, AND HIGH SCHOOL LEVELS, CONSIST OF INSTRUCTIONAL PROCEDURES, RESOURCES, AND MATERIALS KEYED TO UNITS OF STUDY AND SUBJECT MATTER AREAS. (SB)

VT 019 051

BUSINESS EDUCATION-SECRETARIAL SKILLS, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C. DIV. OF
COMPREHENSIVE AND VOCATIONAL
RESEARCH.; CALIFORNIA UNIV., LOS
ANGELES. CENTER FOR THE STUDY OF
EVALUATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE,
BOX 24095, LOS ANGELES, CALIFORNIA
90024 (\$8.00)
PUB DATE - 70 172P.

DESCRIPTORS - *BEHAVIORAL
OBJECTIVES; MEASUREMENT GOALS;
SECONDARY GRADES; *MEASUREMENT
TECHNIQUES; *GUIDELINES;
INFORMATION DISSEMINATION; OFFICE
PRACTICE; BUSINESS SKILLS;
*BUSINESS EDUCATION; BUSINESS
EDUCATION TEACHERS; *BUSINESS
SUBJECTS

ABSTRACT - THIS COLLECTION OF
INSTRUCTIONAL OBJECTIVES AND
RELATED EVALUATION PROCEDURES FOR

USE IN THE TEACHING OF SECRETARIAL SKILLS WAS DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION IN COLLABORATION WITH SEVERAL HIGH SCHOOL BUSINESS TEACHERS. DESIGNED PRIMARILY FOR USE IN GRADES 10-12, THE MATERIAL IS ORGANIZED INTO THE FOLLOWING CATEGORIES: (1) TYPING, (2) SHORTHAND, (3) OFFICE MACHINES, (4) OFFICE PRACTICE, AND (5) BUSINESS ENGLISH. THIS COLLECTION IS COMPOSED OF 47 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 052

BUSINESS EDUCATION: BUSINESS LAW, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C. DIV. OF
COMPREHENSIVE AND VOCATIONAL
RESEARCH.; CALIFORNIA UNIV., LOS
ANGELES. CENTER FOR THE STUDY OF
EVALUATION.

DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL OBJECTIVES EXCHANGE,
BOX 24095, LOS ANGELES, CA 90024
(\$8.00)
PUB DATE - ND 107P.

DESCRIPTORS - *BEHAVIORAL
OBJECTIVES; MEASUREMENT GOALS;
SECONDARY GRADES; *MEASUREMENT
TECHNIQUES; *GUIDELINES;
INFORMATION DISSEMINATION;
*BUSINESS EDUCATION; BUSINESS
EDUCATION TEACHERS; BUSINESS;
*BUSINESS SUBJECTS

ABSTRACT - THIS COLLECTION OF
INSTRUCTIONAL OBJECTIVES AND
RELATED EVALUATION PROCEDURES FOR
THE TEACHING OF BUSINESS LAW WAS
PREPARED AND DEVELOPED BY A NON-
PROFIT EDUCATIONAL CORPORATION.
DESIGNED PRIMARILY FOR USE AT
GRADES 10-12, THE MATERIAL IS
ORGANIZED INTO THE FOLLOWING

CATEGORIES: (1) FOUNDATIONS OF LAW, (2) LAW OF CONTRACTS, (3) LAW OF PROPERTY, (4) LAW OF NEGOTIABLE INSTRUMENTS, AND (5) LAW OF BUSINESS RELATIONS AND BUSINESS ORGANIZATIONS. THIS COLLECTION CONTAINS 37 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 055

BUSINESS EDUCATION: BOOKKEEPING, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.

DOCUMENT NOT AVAILABLE FROM EDRS. INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CA 90024 (\$8.00)

PUB DATE - 70 59P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES; *MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; *BUSINESS EDUCATION; BUSINESS EDUCATION TEACHERS; *BOOKKEEPING

ABSTRACT - PREPARED BY A NON-PROFIT EDUCATIONAL CORPORATION, THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR USE BY TEACHERS OF BOOKKEEPING, WAS DEVELOPED BY A SINGLE AUTHOR. DESIGNED PRIMARILY FOR GRADES 10-12. THE MATERIAL COVERS BASIC BOOKKEEPING PROCESSES, BANKING AND CASH TRANSACTIONS, PAYROLL RECORDS, DEPRECIATION OF ASSETS, AND ACCRUAL AND DEFERRED EXPENSE. THE CONTENTS INCLUDE 17 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED

BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 056

BUSINESS EDUCATION: GENERAL BUSINESS, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.

DOCUMENT NOT AVAILABLE FROM EDRS. INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CA 90024 (\$8.00)

PUB DATE - ND 93P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; MEASUREMENT GOALS; SECONDARY GRADES; *MEASUREMENT TECHNIQUES; *GUIDELINES; INFORMATION DISSEMINATION; *BUSINESS EDUCATION; BUSINESS EDUCATION TEACHERS; BUSINESS SKILLS; *BUSINESS SUBJECTS

ABSTRACT - THIS COLLECTION OF INSTRUCTIONAL OBJECTIVES AND RELATED EVALUATION PROCEDURES FOR THE TEACHING OF GENERAL BUSINESS WAS PREPARED AND DEVELOPED BY A NON-PROFIT EDUCATIONAL CORPORATION. DESIGNED PRIMARILY FOR USE IN GRADES 10-12, THE MATERIAL COVERS MONEY AND BANKING, CONSUMER BUYING AND CREDIT, INSURANCE, MONEY MANAGEMENT, COMMUNICATION SKILLS, MERCHANDISING, AND BUSINESS MATHEMATICS. THIS COLLECTION CONTAINS 35 OBJECTIVES AND RELATED EVALUATION ITEMS. EACH OBJECTIVE IS FOLLOWED BY SUGGESTED ACTIVITIES AND CRITERIA FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. QUESTIONNAIRE PAGES ARE SUPPLIED FOR FEEDBACK IN AN EFFORT TO IMPROVE THE QUALITY OF THIS MATERIAL, AS YET UNTESTED IN THE CLASSROOM. (KH)

VT 019 340 ED 073 324

ASLYK, LYDIA, COMP.

ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION.

RHODE ISLAND COLL., PROVIDENCE.
CURRICULUM RESOURCES CENTER.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - FEB73 24P.

DESCRIPTORS - *CAREER EDUCATION;
*ANNOTATED BIBLIOGRAPHIES;
VOCATIONAL EDUCATION; HUMANITIES;
AUDIOVISUAL AIDS; *CURRICULUM
DEVELOPMENT; *VOCATIONAL
DEVELOPMENT; ABSTRACTS; BOOKS;
MICROFICHE; *INSTRUCTIONAL
MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ANNOTATED
BIBLIOGRAPHY ON CAREER EDUCATION
PROVIDES DESCRIPTIONS OF MATERIALS
AVAILABLE AT THE CURRICULUM
RESOURCES CENTER, GROUPED INTO
THESE CATEGORIES: (1) BOOKS, (2)
CASSETTES, (3) FILMSTRIP KITS, (4)
GUIDEBOOKS FOR CURRICULUM
DEVELOPMENT, (5) MICROFICHE, (6)
MULTIMEDIA KITS, AND (7)
BIBLIOGRAPHIES. EACH ANNOTATION
MENTIONS, AS APPROPRIATE, THE
TOPICS COVERED IN THE DOCUMENT, THE
PURPOSE OF THE DOCUMENT, THE TARGET
AUDIENCE, LOCAL CATALOG NUMBERS AND
THE TYPE OF DOCUMENT. (AG)

VT 019 364

HANDBOOK FOR LOAN TELLER. OFFICE
SIMULATION: INTEGRATED PROJECTS FOR
CLERICAL OFFICE PRACTICE.

MISSISSIPPI STATE DEPT. OF
EDUCATION, JACKSON. DIV. OF
VOCATIONAL AND TECHNICAL
EDUCATION.; MISSISSIPPI STATE
UNIV., STATE COLLEGE. CURRICULUM
COORDINATING UNIT.; UNIVERSITY OF
SOUTHERN MISSISSIPPI, HATTIESBURG.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT,
DRAWER DX, MISSISSIPPI STATE, MS
39762 (\$1.00 EACH OR SEVEN FOR
\$4.00)
PUB DATE - 72 15P.

DESCRIPTORS - *MANUALS; *OFFICE

OCCUPATIONS EDUCATION; *SIMULATION;
CLERICAL OCCUPATIONS; *BUSINESS
EDUCATION; COURSE CONTENT; ACTIVITY
LEARNING; BEHAVIORAL OBJECTIVES;
STUDENT EVALUATION; *OFFICE
PRACTICE
IDENTIFIERS - *LOAN TELLER; CAREER
AWARENESS

ABSTRACT - THIS HANDBOOK IS ONE OF
A SERIES OF INTEGRATED PROJECTS FOR
TEACHING CLERICAL OFFICE PRACTICE
THROUGH SIMULATION. IT PRESENTS
MATERIAL FOR SIMULATED EXPERIENCE
AS A LOAN TELLER. IN ADDITION TO A
DESCRIPTION OF THE JOB, AN
EXPLANATION IS GIVEN OF PROBLEMS
CONFRONTED BY THE TELLER, A LIST OF
BASIC ASSUMPTIONS FOR SETTING UP
THE SIMULATION, AN OUTLINE OF
BEHAVIORAL OBJECTIVES, AND
SUGGESTIONS FOR EVALUATING THE
STUDENT. THE SIMULATION COVERS A 4-
DAY PERIOD, AND JOB ACTIVITIES ARE
PRESCRIBED FOR EACH DAY. (DL)

VT 019 883 ED 076 746

COOK, FRED S.; RICHEY, RITA C.

TWO VAE SYSTEM MODELS: A MODEL FOR
A COMPETENCY-BASED INSTRUCTIONAL
SYSTEM. COMPETENCY-BASED TEACHER
EDUCATION SERIES NO. 2.

WAYNE STATE UNIV., DETROIT, MICH.
DEPT. OF VOCATIONAL AND APPLIED
ARTS EDUCATION.
MICHIGAN STATE DEPT. OF EDUCATION,
LANSING. VOCATIONAL EDUCATION AND
CAREER DEVELOPMENT SERVICES.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - NOV72 32P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *PERFORMANCE BASED
TEACHER EDUCATION; *EDUCATIONAL
ACCOUNTABILITY; *INSTRUCTIONAL
SYSTEMS; *MODELS; BEHAVIORAL
OBJECTIVES; TEACHER EDUCATION
CURRICULUM; SYSTEMS APPROACH;
PRESERVICE EDUCATION; PROGRAM
DEVELOPMENT; DISTRIBUTIVE
EDUCATION; BUSINESS EDUCATION;
FAMILY LIFE EDUCATION; PERFORMANCE
CRITERIA
IDENTIFIERS - *PROGRAM
IMPLEMENTATION

ABSTRACT - THIS BOOKLET IS ONE IN A

SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THIS BOOKLET DISCUSSES INSTRUCTIONAL SYSTEMS AND ACCOUNTABILITY, WHICH ARE TWO IMPORTANT FACETS OF THE PROGRAM. PART I DESCRIBES A MODEL OF THE COMPETENCY-BASED INSTRUCTIONAL SYSTEM, WHICH UTILIZES A SYSTEMS APPROACH TO PROGRAM DEVELOPMENT. THE ELEMENTS OF THE SYSTEM, INCLUDING COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEM, AND EVALUATION PLUS THE GENERAL PROCEDURES FOLLOWED TO IMPLEMENT THE SYSTEM ARE COVERED. PART II PRESENTS AN ACCOUNTABILITY MODEL DESIGNED TO FACILITATE THE IMPLEMENTATION OF AN INSTRUCTIONAL SYSTEM. THE ACCOUNTABILITY MODEL ALLOWS FOR INPUT FROM THE TEACHER, STUDENT, AND ADMINISTRATION. A BOOKLET DESCRIBING THE COMPETENCIES AND PERFORMANCE OBJECTIVES IS AVAILABLE IN THIS ISSUE AS VT 019 884, AND A PROGRESS REPORT IS AVAILABLE AS VT 019 885 (ARM VOL. 6, NO. 4). (SB)

VT 019 884 ED 076 747
VAE PRE-CERTIFICATION TEACHER EDUCATION PROGRAM: COMPETENCIES AND PERFORMANCE OBJECTIVES. COMPETENCY-BASED TEACHER EDUCATION SERIES NO. 1.

WAYNE STATE UNIV., DETROIT, MICH.
DEPT. OF VOCATIONAL AND APPLIED ARTS EDUCATION.
MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICES.
EDRS PRICE MF-\$0.65 HC-\$6.58.
PUB DATE - SEP72 111P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TEACHING SKILLS; *PERFORMANCE BASED TEACHER EDUCATION; *BEHAVIORAL OBJECTIVES; *TEACHER EDUCATION CURRICULUM; DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; FAMILY LIFE EDUCATION; CAREER EDUCATION; PRESERVICE EDUCATION; TEACHER CERTIFICATION; PROGRAM DEVELOPMENT; PERFORMANCE

CRITERIA

ABSTRACT - THIS BOOKLET IS ONE OF A SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THE PROGRAM CONSISTS OF COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEMS, AND EVALUATION, AND THIS BOOKLET CONTAINS THE COMPETENCIES AND PERFORMANCE OBJECTIVES. PART I PROVIDES A LIST OF 75 PRE-SERVICE COMPETENCIES FOR DEVELOPING SKILLS PERTAINING TO PLANNING, INSTRUCTION, EVALUATION, GUIDANCE, MANAGEMENT, PUBLIC AND HUMAN RELATIONS, AND PROFESSIONAL ROLE. PART II CONTAINS THE PERFORMANCE OBJECTIVES FOR 10 PROFESSIONAL PRE-SERVICE COURSES, WHICH INCLUDE SIX REQUIRED COURSES COVERING THEORY, METHODS, AND INTERN TEACHING AND FOUR SPECIALIZED COURSES IN BUSINESS AND DISTRIBUTIVE EDUCATION AND HOME AND FAMILY LIVING. COURSE AND OBJECTIVE CODE NUMBERS PLUS A CROSS-REFERENCE BETWEEN THE COMPETENCIES AND PERFORMANCE OBJECTIVES ARE APPENDED. TWO RELATED BOOKLETS ARE AVAILABLE AS VT 019 883 (IN THIS ISSUE) AND VT 019 885 (ARM VOL. 6, NO. 4). (SB)

VT 020 009 ED 075 648
INTRODUCING THE SMALL BUSINESS MANAGEMENT COURSE.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
EDRS PRICE MF-\$0.65 HC-\$3.29.
PUB DATE - 73 29P.

DESCRIPTORS - COURSE DESCRIPTIONS; PROGRAM COSTS; PROGRAM GUIDES; *AMERICAN INDIANS; EDUCATIONAL PROGRAMS; BUSINESS ADMINISTRATION; ADMINISTRATIVE PERSONNEL; *MANAGEMENT EDUCATION; *MANAGEMENT; *BUSINESS SKILLS; *BUSINESS; MANPOWER DEVELOPMENT
IDENTIFIERS - CANADA

ABSTRACT - CANADIAN INDIANS FACE THE THREAT OF A LOSS OF THEIR ONCE

RICH RESOURCES OF FISH, FUR, AND GAME AS UNDEVELOPED LANDS ARE FILLING WITH TOURISTS AND NEW POPULATIONS. PUBLIC AWARENESS OF THIS SOCIAL PROBLEM HAS PRODUCED GOVERNMENTAL LOANS AND GRANTS FOR BUSINESS UNDERTAKINGS WHICH REQUIRE SOME TRAINING OF RECIPIENTS TO MAKE PRODUCTIVE USE OF THE AVAILABLE FINANCIAL AID. DESIGNED TO ASSIST PEOPLE OF INDIAN ANCESTRY WHO ARE INTERESTED IN PREPARING FOR JOBS AS OWNER-MANAGERS OF THEIR OWN BUSINESSES OR FOR MANAGEMENT POSITIONS WITH BUSINESSES OWNED BY THEIR BAND COUNCILS, COOPERATIVE AND OTHERS, THIS BROCHURE CONTAINS THE RATIONALE, CONTENT AND INSTRUCTIONAL METHODOLOGY UTILIZED IN A MANAGEMENT COURSE FOR SMALL BUSINESSMEN WHICH WAS DEVELOPED BY THE TRAINING RESEARCH AND DEVELOPMENT STATION. SUBJECT AREAS COVERED INCLUDE: (1) MANAGEMENT PROCESS, (2) MARKETING, (3) FINANCE, ACCOUNTING AND BOOKKEEPING, (4) PERSONNEL MANAGEMENT, (5) BUSINESS LAW, (6) PERSONAL FINANCE, (7) BUSINESS COMMUNICATION, (8) PRODUCTION MANAGEMENT, AND (9) OFFICE PROCEDURES. (AUTHOR/SN)

VT 020 485

DRAPER, A.M. LESLIE
CAREER GUIDES FOR ENTRY OCCUPATIONS
IN DATA PROCESSING.

CALIFORNIA OCCUPATIONAL ANALYSIS
FIELD CENTER, LOS ANGELES.

MF AVAILABLE IN VT-ERIC SET.

DE-6289-A-4

PUB DATE - FEB73 19P. REVISION 1.

DESCRIPTORS - *CAREER
OPPORTUNITIES; *ENTRY WORKERS;
*CAREER LADDERS; CAREER CHOICE;
*OCCUPATIONAL INFORMATION;
VOCATIONAL EDUCATION; *DATA
PROCESSING OCCUPATIONS
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY AN
OCCUPATIONAL ANALYST, THIS CAREER
GUIDE IDENTIFIES REPRESENTATIVE
ENTRY OCCUPATIONS IN DATA
PROCESSING TO AID THOSE CONSIDERING
A CAREER IN THE FIELD. A GENERAL

OUTLINE OF BENEFITS, TRAINING, AND
HIRING REQUIREMENTS FOR WORKERS IN
COMPUTER-RELATED OCCUPATIONS IS
FOLLOWED BY SPECIFIC INFORMATION ON
VARIOUS ASPECTS OF DATA PROCESSING.
INCLUDED FOR EACH OCCUPATION IS A
CAREER LADDER DETAILING
OPPORTUNITIES FOR ADVANCEMENT
THROUGH EXPERIENCE AND TRAINING. A
WORKSHEET IS PROVIDED AT THE END OF
THE GUIDE FOR USE IN ADDING LOCAL
AREA INFORMATION TO THE GENERAL
DATA OF THE GUIDE. THIS MATERIAL
MAY BE USEFUL TO VOCATIONAL
COUNSELORS AS WELL AS TO CLASSROOM
TEACHERS. (KH)

VT 100 003

CAMERON, WALTER A., COMP.
STUDENT'S GUIDE TO INFOE.

TENNESSEE OCCUPATIONAL RESEARCH AND
DEVELOPMENT COORDINATING UNIT,
KNOXVILLE; TENNESSEE STATE DEPT. OF
EDUCATION, NASHVILLE. DIV. OF
VOCATIONAL-TECHNICAL EDUCATION..
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 70P.

DESCRIPTORS - *OCCUPATIONAL
CLUSTERS; *OCCUPATIONAL
INFORMATION; *OCCUPATIONS; *STUDY
GUIDES; *VOCATIONAL EDUCATION
IDENTIFIERS - *TENNESSEE; CAREER
AWARENESS; INFOE

ABSTRACT - THIS STUDENT GUIDE IS
PART OF THE INFOE SYSTEM DEVELOPED
BY THE VOCATIONAL EDUCATION UNIT AT
THE UNIVERSITY OF TENNESSEE. INFOE
STANDS FOR INFORMATION NEEDED FOR
OCCUPATIONAL ENTRY AND IS A CAREER
INFORMATION SYSTEM THAT CAN HELP A
STUDENT LEARN ABOUT JOBS IN HIS
STATE. THIS BOOKLET EXPLAINS HOW
THE INFOE SYSTEM IS USED, PROVIDES
CAREER CLUSTERS FOR INFOE BOTH
PROFESSIONAL AND TECHNICAL, AND AN
ALPHABETICAL LISTING WITH
DESCRIPTIVE INFORMATION ABOUT EACH
OF THE LISTED OCCUPATIONS. THE
CAREER CLUSTERS PRESENTED IN THIS
MANUAL INCLUDE SOME OF THE
FOLLOWING: (1) PROFESSIONAL AND
TECHNICAL, (2) CLERICAL AND SALES,
(3) SERVICE, (4) FARMING, FISHING,
AND FORESTRY, (5) PROCESSING, (6)
MACHINE TRADES, (7) BENCH WORK, AND

(8) STRUCTURAL WORK. (DL)

VT 100 004

CAMERON, WALTER A., COMP.
COUNSELOR'S GUIDE TO INFOE.TENNESSEE OCCUPATIONAL RESEARCH AND
DEVELOPMENT COORDINATING UNIT,
KNOXVILLE; TENNESSEE STATE DEPT. OF
EDUCATION, NASHVILLE. DIV. OF
VOCATIONAL-TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 87P.DESCRIPTORS - *COUNSELORS;
*INFORMATION SOURCES; *OCCUPATIONAL
GUIDANCE; *PROGRAM DESCRIPTIONS;
*RESOURCE GUIDES; INFORMATION
RETRIEVAL; SECONDARY GRADES
IDENTIFIERS - *INFORMATION NEEDED
FOR OCCUPATIONAL ENTRY; INFOEABSTRACT - THIS GUIDE TO INFOE
(INFORMATION NEEDED FOR
OCCUPATIONAL ENTRY) IS A SERVICE
WHICH ENABLES COUNSELORS TO PROVIDE
LOCALIZED CAREER AND EDUCATIONAL
INFORMATION TO STUDENTS AND TO
ELIMINATE THE PRESENT INEFFICIENT
DUPLICATION OF INFORMATION-
GATHERING ACTIVITIES BY GUIDANCE
COUNSELORS. CONTENT MATERIAL IN THE
GUIDE FOCUSES ON THE FOLLOWING: (1)
USE OF THE INFOE DECK, (2)
IMPLEMENTING INFOE, (3) INFOE PILOT
STUDY, (4) FUTURE PLANS FOR INFOE,
(5) INFOE INVENTORY LIST, (6)
ALPHABETICAL LISTING AND JOB
DESCRIPTION, (7) COMMUNITY COLLEGE
PROGRAMS, (8) TECHNICAL INSTITUTE
PROGRAMS, AND (9) SOURCES OF
INFORMATION ON VOCATIONAL TRAINING
PROGRAMS. (DL)

VT 100 038

OFFICE PRACTICE SYLLABUS 1 & 2:
ADVANCED TYPEWRITING, MACHINE
TRANSCRIPTION, BUSINESS MACHINES,
FILING, DUPLICATING, COMMUNICATION,
DATA PROCESSING, AND HUMAN
RELATIONS.NEW YORK STATE EDUCATION DEPT.,
ALBANY. BUREAU OF SECONDARY
CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 215P. 1972
REVISION.DESCRIPTORS - *SUPPLEMENTARY
TEXTBOOKS; *OFFICE PRACTICE;
TYPEWRITING; OFFICE MACHINES;
FILING; REPROGRAPHY; COMMUNICATION
SKILLS; DATA PROCESSING; HUMAN
RELATIONS; COURSE CONTENT;
*BEHAVIORAL OBJECTIVES; TEACHING
PROCEDURES; BUSINESS EDUCATION;
*OFFICE OCCUPATIONS EDUCATION;
UNITS OF STUDY (SUBJECT FIELDS)
IDENTIFIERS - EMPLOYMENT SKILLS;
CAREER AWARENESSABSTRACT - THIS SYLLABUS IS
DESIGNED TO ASSIST TEACHERS OF
OFFICE PRACTICE TO PROVIDE
ADEQUATELY TRAINED OFFICE PERSONNEL
WITH ENTRY-LEVEL COMPETENCIES.
CURRICULUM INNOVATIONS SUCH AS
MODULAR STRUCTURE, OBJECTIVES
STATED IN MEASURABLE STUDENT
BEHAVIORAL TERMS, AND EVALUATION
TECHNIQUES RELATED TO THOSE
OBJECTIVES ARE INCORPORATED IN THE
DOCUMENT. THE MODULES ARE
SEPARATELY BOUND AND INCLUDE THE
FOLLOWING SUBJECT AREAS: (1)
ADVANCED TYPEWRITING, (2) ADDING
AND CALCULATING MACHINES, (3)
MACHINE TRANSCRIPTION, (4)
DUPLICATING MACHINES, (5) FILING
AND RECORDS MANAGEMENT, (6) DATA
PROCESSING, (7) COMMUNICATIONS, AND
(8) HUMAN RELATIONS. A TEACHER'S
MANUAL ACCOMPANIES THE MODULES AND
CONTAINS A STATEMENT OF COURSE
OBJECTIVES, ADMINISTRATIVE
CONSIDERATIONS, A DESCRIPTION OF
THE OFFICE PRACTICE LABORATORY AND
TEACHING METHODS, AND JOB
INSTRUCTION SHEETS. (DL)

VT 100 043

HASIUK, JANICE E.
BEHAVIORAL OBJECTIVES AND
EVALUATION IN BUSINESS EDUCATION
COURSES.HIGHLAND REGIONAL HIGH SCHOOL,
BLACKWOOD, N.J.; NEW JERSEY STATE
DEPT. OF EDUCATION, TRENTON. DIV.
OF VOCATIONAL EDUCATION.; RUTGERS,
THE STATE UNIV., NEW BRUNSWICK,
N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB.,
RUTGERS UNIVERSITY, BUILDING 4103,

KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 (\$1.00)
PUB DATE - APR73 55P.

DESCRIPTORS - *BUSINESS EDUCATION;
SECONDARY GRADES; *BEHAVIORAL
OBJECTIVES; UNIT PLANS;
*STENOGRAPHY; TYPEWRITING;
*BUSINESS SKILLS; OFFICE
OCCUPATIONS; OFFICE PRACTICE;
*BOOKKEEPING

ABSTRACT - THIS MANUAL WAS DEVELOPED TO SERVE AS A GUIDE FOR THE TEACHER OF BUSINESS EDUCATION IN PLANNING SPECIFIC INSTRUCTIONS FOR STUDENTS PARTICIPATING IN VOCATIONAL EDUCATION. THE MANUAL WAS DESIGNED TO HELP THE TEACHER COMMUNICATE CERTAIN SKILLS AND KNOWLEDGE TO STUDENTS IN SUCH A WAY THAT STUDENTS CAN DEMONSTRATE THEIR ACHIEVEMENT ON THE BASIS OF PREDETERMINED BEHAVIORAL OBJECTIVES. THE CONTENT OF THE MANUAL CONSISTS OF THE FOLLOWING UNITS: BOOKKEEPING I AND II, CLERICAL BOOKKEEPING, CLERICAL PRACTICE, CLERICAL TYPING I AND II, INTRODUCTION TO BUSINESS OFFICE PRACTICE I AND II, PERSONAL TYPING, STENOGRAPHY I AND II, AND TYPEWRITING I AND II. EACH UNIT CONTAINS TWO SECTIONS: (1) COURSE OBJECTIVES STATED IN BEHAVIORAL TERMS TO ASSIST THE STUDENT IN DETERMINING THE SPECIFIC GOALS OF EACH COURSE, AND (2) METHODS OF EVALUATING THE DEGREE TO WHICH THE COURSE OBJECTIVES HAVE BEEN MET AS PREVIOUSLY SUGGESTED. (AUTHOR/DL)

VT 100 050
INSTRUCTOR'S GUIDE TO OFFICE MACHINES, 1970.

WICHITA PUBLIC SCHOOLS, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 102P.

DESCRIPTORS - *COURSE CONTENT;
*OFFICE MACHINES; *OFFICE
OCCUPATIONS EDUCATION; *SECONDARY
GRADES; *TEACHING GUIDES;
PERFORMANCE TESTS; RESOURCE
MATERIALS; WORKSHEETS
IDENTIFIERS - WICHITA PUBLIC
SCHOOLS

ABSTRACT - THIS GUIDE PROVIDES THE INSTRUCTOR WITH MATERIALS AND SUGGESTIONS THAT WILL ENABLE A TEACHER TO DEVELOP A MACHINES COURSE IN WHICH STUDENTS WILL GAIN SKILLS ON VARIOUS OFFICE MACHINES. DEVELOPED FOR GRADES 10, 11, AND 12 OF THE WICHITA PUBLIC SCHOOLS, THE COURSE COVERS SEVEN MACHINES, TEN-KEY ADDING; FULL-KEY ADDING; AUTOMATIC, PRINTING, ROTARY, AND KEY-DRIVEN CALCULATORS; AND BOOKKEEPING MACHINES. FOUR DIFFERENT ROTATION PLANS FOR MACHINE USE ARE EXPLAINED WHICH ALLOW THE MAXIMUM NUMBER OF DAYS A STUDENT CAN BE ON A MACHINE AND STILL ALLOW EVERY STUDENT EQUAL TIME WITHIN THE CONSTRAINTS OF CLASS SIZE AND CLASSROOM EQUIPMENT. WORKBOOKS, TEXTBOOKS, AND SUPPLEMENTAL MATERIALS ARE SUGGESTED. METHODS OF HANDLING DAILY WORK, CARE OF EQUIPMENT, SCHEDULING TESTS AND EXAMS, AND RESOURCE MATERIALS ARE INCLUDED. THE COLOR-CODED GUIDE PROVIDES NUMEROUS TESTS, ASSIGNMENT SHEETS, AND REVIEW PROBLEMS AS WELL AS ANSWER KEYS. (MU)

VT 100 058
MCCRURY, WILMA O.
JOB PLACEMENT.

HARLANDALE INDEPENDENT SCHOOL DISTRICT, SAN ANTONIO, TEX. CAREER EDUCATION CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; TEXAS EDUCATION AGENCY, AUSTIN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 43P.

DESCRIPTORS - *EMPLOYMENT SERVICES;
*JOB PLACEMENT; *OCCUPATIONAL
GUIDANCE; *SCHOOL INDUSTRY
RELATIONSHIP; *YOUTH EMPLOYMENT;
COOPERATIVE PROGRAMS; EMPLOYMENT
INTERVIEWS; JOB APPLICATION;
STUDENT EMPLOYMENT

ABSTRACT - THE OBJECTIVES AND OPERATIONAL PROCEDURES OF THE HARLANDALE SCHOOL DISTRICT, SAN ANTONIO, TEXAS IN CONNECTION WITH ITS CAREER EDUCATION PROGRAM ARE

DESCRIBED IN THIS BOOKLET. THE JOB PLACEMENT SERVICE PROVIDES INFORMATION, CONTINUING GUIDANCE, AND ASSISTANCE TO STUDENTS, GRADUATES, AND OUT-OF-SCHOOL YOUTH IN FINDING JOBS, MATCHING ABILITIES AND NEEDS, MAINTAINING WORKING RELATIONSHIPS WITH LOCAL BUSINESS AND INDUSTRY IN PROVIDING EMPLOYMENT OPPORTUNITIES, AND SUPPLYING AN OCCUPATIONAL FOLLOWUP PROGRAM FOR EVERY STUDENT LEAVING THE SCHOOL. SAMPLE LETTERS TO EMPLOYERS ABOUT THE PLACEMENT SERVICE, STUDENT ASSISTANCE FORMS, AND COUNSELING MATERIALS ARE INCLUDED. (MF)

VT 100 080

EXCERPTS FROM CALIFORNIA BUSINESS EDUCATION PROGRAM GUIDE FOR DISTRIBUTIVE AND OFFICE OCCUPATIONS.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 72 20P.

DESCRIPTORS - *BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *MODELS; *OFFICE OCCUPATIONS EDUCATION; *TEACHING GUIDES; ADULT EDUCATION; OCCUPATIONAL INFORMATION; OFFICE OCCUPATIONS; PROGRAM GUIDES; SECONDARY GRADES
IDENTIFIERS - *CALIFORNIA; CAREER AWARENESS

ABSTRACT - TO ASSIST DISTRIBUTIVE AND OFFICE EDUCATION TEACHERS OF SECONDARY AND ADULT STUDENTS IN REAPPRAISING AND UPDATING THE BUSINESS EDUCATION CURRICULUM, THE CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUREAU OF BUSINESS EDUCATION, SPONSORED A TASK FORCE TO DEVELOP GUIDELINES FOR A UNIFIED TRAINING PROGRAM WHICH WOULD PROVIDE STUDENTS WITH ENTRY-LEVEL JOB COMPETENCIES COMPATIBLE WITH THE NEEDS OF EMPLOYERS. THE PROGRAM INCLUDES STUDENT-ORIENTED PERFORMANCE OBJECTIVES, A NUMBER OF ALTERNATIVE APPROACHES TO INSTRUCTION, AND IDENTIFICATION OF APPROPRIATE STUDENT MATERIALS FOR

THE FOLLOWING: (1) COMPETENCIES COMMON TO BOTH DISTRIBUTIVE AND OFFICE OCCUPATIONS, (2) A DISTRIBUTIVE CORE AND AN OFFICE CORE OF COMPETENCIES, AND (3) SPECIALTY COMPETENCIES FOR SELECTED ENTRY-LEVEL DISTRIBUTIVE AND OFFICE POSITIONS. SEVEN OCCUPATIONS WERE CHOSEN FOR THIS STUDY: SALESPERSON, GENERAL, CHECKER-CASHIER, SERVICE STATION ATTENDANT, WAITER-WAITRESS, GENERAL OFFICE CLERK, CLERK-TYPIST, AND STENOGRAPHER. AN INVESTIGATION OF TASK ANALYSIS STUDIES WAS USED TO DETERMINE THOSE COMPETENCIES NEEDED BY ENTRY-LEVEL EMPLOYEES IN THE PERFORMANCE OF THEIR WORK. A MODEL WAS PREPARED TO GIVE AN OVERVIEW OF THE CALIFORNIA BUSINESS CAREER EDUCATION PROGRAM. (AUTHOR/DL)

VT 100 082

STIREWALT, BRUCE; BRYAN, FAYE
CURRICULUM GUIDE FOR VOCATIONAL TEACHER-COORDINATORS OF INTENSIVE BUSINESS TRAINING.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.; MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, DRAWER DX, MISSISSIPPI STATE, MS 39762 (\$2.00)
PUB DATE - 72 130P.

DESCRIPTORS - *BUSINESS EDUCATION; *LEARNING ACTIVITIES; *OFFICE OCCUPATIONS EDUCATION; *STATE CURRICULUM GUIDES; *VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES; COURSE CONTENT; OFFICE PRACTICE; RESOURCE MATERIALS; SECONDARY GRADES; TIME BLOCKS; TYPING
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY THE MISSISSIPPI STATE DEPARTMENT OF EDUCATION, THIS CURRICULUM GUIDE IS DESIGNED TO HELP VOCATIONAL TEACHERS AND COORDINATORS IN PLANNING THE CURRICULUM FOR THEIR INDIVIDUAL SCHOOLS AND IN TEACHING AND UPGRADING THEIR TEACHING.

CONTENTS OF THE GUIDE INCLUDE A DESCRIPTION OF INTENSIVE BUSINESS TRAINING AND A STATEMENT OF OBJECTIVES, A CURRICULUM SYNOPSIS, AND A DESCRIPTION OF THE 1968 AMENDMENTS TO THE VOCATIONAL EDUCATION ACT OF 1963. THE BODY OF THE GUIDE CONSISTS OF AN EXTENDED DESCRIPTION OF UNITS OF STUDY IN BUSINESS TRAINING. THEY INCLUDE THE FOLLOWING: BUSINESS COMMUNICATIONS, DUPLICATION PROCESSES, GRAPHIC ARTS, HUMAN RELATIONS, INTRODUCTION TO DATA PROCESSING, JOB ORIENTATION, MACHINE TRANSCRIPTION, OFFICE SIMULATION, OFFICE TYPEWRITING, THE EXECUTIVE TYPEWRITER, CONSUMER EDUCATION, CALCULATING MACHINES, CLERICAL RECORD KEEPING, FILING AND RECORDS MANAGEMENT, REFERENCE ACTIVITIES, SHORTHAND TRANSCRIPTION, TRAVEL AND TRANSPORTATION, AND INTEGRATED PROJECTS. EACH UNIT CONTAINS A STATEMENT OF OBJECTIVES, A DESCRIPTION OF CONTENT, A LIST OF SUGGESTED LEARNING ACTIVITIES, SUGGESTED MATERIALS FOR CLASSROOM USE, A SAMPLE TEST, AND A BIBLIOGRAPHY. (DL)

VT 100 083

HANDBOOK FOR SAVINGS TELLER. OFFICE SIMULATION: INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.; MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.; UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG. MF AVAILABLE IN VT-ERIC SET. CURRICULUM COORDINATING UNIT. DRAWER DX, MISSISSIPPI STATE, MS 39762 (\$1.00 EACH OR SEVEN \$4.00) PUB DATE - 72 13P.

DESCRIPTORS - *BANKING; *CLERICAL OCCUPATIONS; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *SIMULATION; INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES IDENTIFIERS - *SAVINGS TELLER; BEGINNING COMPETENCE; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - AS PART OF THE INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE, THIS MANUAL PRESENTS A SIMULATED ENVIRONMENT FOR THE SAVINGS TELLER AND IS PART OF A BUSINESS EDUCATION CURRICULUM DESIGNED TO PREPARE THE STUDENT FOR EFFECTIVE PRODUCTION IN THE WORLD OF WORK. THE PURPOSE OF A SIMULATED OFFICE IS TO EMPHASIZE GROUP LEARNING AND THUS ENABLE STUDENTS TO GRASP THE CONCEPT OF THE OFFICE AS AN OPERATING SYSTEM WITH MANY INTERRELATED PARTS AND FUNCTIONS. THE MANUAL DESCRIBES BASIC ASSUMPTIONS OF THE SIMULATED PROJECTS, ITS OBJECTIVES, AND POSSIBLE EVALUATION PROCEDURES. THE SIMULATION IS DESIGNED FOR FIVE CLASS PERIODS. DESCRIPTIONS OF STUDENT ACTIVITIES FOR EACH DAY ARE PROVIDED IN THE MANUAL. (DL)

VT 100 084

HANDBOOK FOR OFFICE MANAGER. OFFICE SIMULATION: INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE.

UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG.; MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.; MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT. MF AVAILABLE IN VT-ERIC SET. CURRICULUM COORDINATING UNIT, DRAWER DX, MISSISSIPPI STATE, MS 39762 (\$1.00 EACH OR SEVEN FOR \$4.00) PUB DATE - 72 20P.

DESCRIPTORS - *CLERICAL OCCUPATIONS; *OFFICE MANAGEMENT; *OFFICE OCCUPATIONS EDUCATION; *SIMULATION; BUSINESS EDUCATION; INSTRUCTIONAL MATERIALS; OFFICE OCCUPATIONS; TEACHING TECHNIQUES IDENTIFIERS - *OFFICE MANAGER; BEGINNING COMPETENCE; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - AS PART OF THE INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE, THIS MANUAL PRESENTS A SIMULATED ENVIRONMENT FOR THE OFFICE MANAGER AND IS PART OF A BUSINESS EDUCATION CURRICULUM

DESIGNED TO PREPARE THE STUDENT FOR EFFECTIVE PRODUCTION IN THE WORLD OF WORK. THE PURPOSE OF A SIMULATED OFFICE IS TO EMPHASIZE GROUP LEARNING AND THUS ENABLE STUDENTS TO GRASP THE CONCEPT OF THE OFFICE AS AN OPERATING SYSTEM WITH MANY INTERRELATED PARTS AND FUNCTIONS. THE MANUAL DESCRIBES BASIC ASSUMPTIONS OF THE SIMULATED PROJECTS, ITS OBJECTIVES AND POSSIBLE EVALUATION PROCEDURES. THE SIMULATION IS DESIGNED FOR FOUR CLASS PERIODS. DESCRIPTIONS OF STUDENT ACTIVITIES FOR EACH DAY ARE PROVIDED IN THE MANUAL. (DL)

VT 100 085

HANDBOOK FOR CLERK TYPIST. OFFICE SIMULATION: INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.; MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.; UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG. MF AVAILABLE IN VT-ERIC SET. CURRICULUM COORDINATING UNIT, DRAWER DX, MISSISSIPPI STATE, MS 39762 (\$1.00 EACH OR SEVEN FOR \$4.00)
PUB DATE - 72 24P.

DESCRIPTORS - *CLERICAL OCCUPATIONS; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *SIMULATION; *TYPISTS; ACTIVITY LEARNING; BEHAVIORAL OBJECTIVES; BUSINESS EDUCATION; COURSE CONTENT; STUDENT EVALUATION
IDENTIFIERS - *CLERK TYPIST; CAREER AWARENESS

ABSTRACT - THIS HANDBOOK IS ONE OF A SERIES OF INTEGRATED PROJECTS FOR LEARNING CLERICAL OFFICE PRACTICE THROUGH SIMULATION. THIS SPECIFIC PAMPHLET PRESENTS SIMULATION MATERIAL FOR THE PROSPECTIVE CLERK TYPIST. IN ADDITION TO A DESCRIPTION OF THE JOB, THERE IS AN EXPLANATION OF PROBLEMS CONFRONTED BY A CLERK TYPIST IN A SIMULATED SITUATION, A LIST OF BASIC ASSUMPTIONS WHICH ARE OPERATIVE IN

THE SITUATION, AN OUTLINE OF BEHAVIORAL OBJECTIVES, AND SUGGESTIONS FOR EVALUATION. THE SIMULATION COVERS A FIVE-DAY PERIOD, AND JOB ACTIVITIES ARE PRESCRIBED FOR EACH DAY. (DL)

VT 100 086

HANDBOOK FOR PAYROLL CLERK. OFFICE SIMULATION: INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.; MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.; UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG. MF AVAILABLE IN VT-ERIC SET. CURRICULUM COORDINATING UNIT, DRAWER DX, MISSISSIPPI STATE, MS 39762 (\$1.00 EACH OR SEVEN FOR \$4.00)
PUB DATE - 72 18P.

DESCRIPTORS - *ACTIVITY LEARNING; *BUSINESS EDUCATION; *CLERICAL OCCUPATIONS; *OFFICE OCCUPATIONS; EDUCATION; *SIMULATION; BEHAVIORAL OBJECTIVES; COURSE CONTENT; INSTRUCTIONAL MATERIALS; STUDENT EVALUATION
IDENTIFIERS - *PAYROLL CLERK; CAREER AWARENESS

ABSTRACT - THIS HANDBOOK IS ONE OF A SERIES OF INTEGRATED PROJECTS FOR LEARNING CLERICAL OFFICE PRACTICE THROUGH SIMULATION. THIS SPECIFIC PAMPHLET PRESENTS SIMULATION MATERIAL FOR THE PROSPECTIVE PAYROLL CLERK. IN ADDITION TO A DESCRIPTION OF THE JOB, THERE IS AN EXPLANATION OF PROBLEMS CONFRONTED BY A PAYROLL CLERK, A LIST OF BASIC ASSUMPTIONS WHICH ARE OPERATIVE IN THE SITUATION, AN OUTLINE OF BEHAVIORAL OBJECTIVES, AND SUGGESTIONS FOR EVALUATION. THE SIMULATION COVERS A FIVE-DAY PERIOD, AND JOB ACTIVITIES ARE PRESCRIBED FOR EACH DAY. (DL)

VT 100 087

OFFICE SIMULATION: INTEGRATED PROJECTS FOR CLERICAL OFFICE PRACTICE. (FORM MASTERS)

MISSISSIPPI STATE DEPT. OF
EDUCATION, JACKSON. DIV. OF
VOCATIONAL AND TECHNICAL
EDUCATION.; MISSISSIPPI STATE
UNIV., STATE COLLEGE. CURRICULUM
COORDINATING UNIT. UNIVERSITY OF
SOUTHERN MISSISSIPPI, HATTIESBURG.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT,
DRAWER DX, MISSISSIPPI STATE, MS
39762 (\$1.00)
PUB DATE - 72 47P.

DESCRIPTORS - *ACTIVITY LEARNING;
*CLERICAL OCCUPATIONS;
*INSTRUCTIONAL MATERIALS; *OFFICE
OCCUPATIONS EDUCATION; BUSINESS
CORRESPONDENCE; BUSINESS EDUCATION;
SIMULATION
IDENTIFIERS - *FORM MASTERS

ABSTRACT - DEVELOPED BY THE
VOCATIONAL AND TECHNICAL EDUCATION
CENTER AT MISSISSIPPI STATE
COLLEGE, THIS DOCUMENT IS ONE OF A
SERIES OF INTEGRATED PROJECTS FOR
LEARNING CLERICAL OFFICE PRACTICE
THROUGH SIMULATION. THE PACKAGE
CONTAINS SIMULATION MATERIALS WHICH
ARE FORM MASTERS LIKELY TO BE USED
IN MANY OFFICE TRANSACTIONS. THE
FORMS ARE SUFFICIENT IN NUMBER SO
AS TO ADEQUATELY COVER ONE ROTATION
FOR SEVEN STUDENTS. AMONG THE
BUSINESS FORMS THE FOLLOWING ARE
INCLUDED: AN ACCOUNT IDENTIFICATION
CARD, AN APPLICATION FOR
EMPLOYMENT, AN APPLICATION FOR
UNITED STATES SAVINGS BONDS, A
DEBIT MEMO, AN EMPLOYEE'S
WITHHOLDING EXEMPTION, A PROMISSORY
NOTE, A SAVINGS DEPOSIT SLIP, AS
WELL AS MANY OTHERS. (DL)

VT 100 088

HANDBOOK FOR DISCOUNT CLERK. OFFICE
SIMULATION: INTEGRATED PROJECTS FOR
CLERICAL OFFICE PRACTICE.

MISSISSIPPI STATE DEPT. OF
EDUCATION, JACKSON. DIV. OF
VOCATIONAL AND TECHNICAL
EDUCATION.; MISSISSIPPI STATE
UNIV., STATE COLLEGE. CURRICULUM
COORDINATING UNIT.; UNIVERSITY OF
SOUTHERN MISSISSIPPI, HATTIESBURG.
MF AVAILABLE IN VT-ERIC SET.

CURRICULUM COORDINATING UNIT,
DRAWER DX, MISSISSIPPI STATE, MS
39762 (\$1.00 EACH OR SEVEN FOR
\$4.00)
PUB DATE - 72 23P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CLERICAL OCCUPATIONS; *OFFICE
OCCUPATIONS EDUCATION; *SIMULATION;
ACTIVITY LEARNING; BEHAVIORAL
OBJECTIVES; COURSE CONTENT; STUDENT
EVALUATION
IDENTIFIERS - *DISCOUNT CLERK;
CAREER AWARENESS

ABSTRACT - THIS HANDBOOK IS ONE OF
A SERIES OF PROJECTS FOR LEARNING
CLERICAL OFFICE PRACTICE THROUGH
SIMULATION. THE PAMPHLET PRESENTS
SIMULATION MATERIAL FOR THE
PROSPECTIVE DISCOUNT CLERK. IN
ADDITION TO A DESCRIPTION OF THE
JOB, THERE IS AN EXPLANATION OF
PROBLEMS CONFRONTED BY THE CLERK IN
A SIMULATED SITUATION, A LIST OF
BASIC ASSUMPTIONS WHICH ARE
OPERATIVE IN THE SITUATION, AN
OUTLINE OF BEHAVIORAL OBJECTIVES,
AND SUGGESTIONS FOR EVALUATION. THE
SIMULATION COVERS A FIVE-DAY
PERIOD, AND JOB ACTIVITIES ARE
PRESCRIBED FOR EACH DAY. (DL)

VT 100 090

GIRANDOLA, RUDOLPH J., ED.
PRACTICAL PUBLIC RELATIONS PROGRAMS
TO PROMOTE VOCATIONAL EDUCATION IN
YOUR SCHOOL DISTRICT.

NEW JERSEY STATE ADVISORY COUNCIL
ON VOCATIONAL EDUCATION, TRENTON.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 16P.

DESCRIPTORS - *MASS MEDIA; *PUBLIC
RELATIONS; *PUBLICIZE; INFORMATION
DISSEMINATION; MODELS; SCHOOL
DISTRICTS; VOCATIONAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - TO HELP GAIN PUBLIC
ACCEPTANCE AND SUPPORT FOR
VOCATIONAL EDUCATION PROGRAMS, THIS
PUBLIC INFORMATION MODEL FOR LOCAL
SCHOOL DISTRICTS IN NEW JERSEY WAS
PREPARED TO PROVIDE THE LOCAL

DISTRICT WITH A PRACTICAL PUBLIC INFORMATION PROGRAM. COST FACTORS ASSOCIATED WITH EACH SUGGESTED COMPONENT OF THE MODEL ARE GIVEN SO THAT A SCHOOL DISTRICT MAY SELECT COMPONENTS ACCORDING TO ITS FINANCIAL CAPABILITY. TECHNIQUES DISCUSSED INCLUDE MONTHLY PUBLICATIONS, NEWS RELEASES, PHOTOGRAPHS, RADIO AND TELEVISION PROMOTION, SLIDES, FILMS, VIDEO TAPES, PRINTED MATERIALS, A SPEAKERS' BUREAU, DISPLAYS, AND SCHOOL VISITATION PROGRAMS. (MF)

VT 100 109

WHAT HAT WILL YOUR CHILD CHOOSE? OCCUPATIONAL CLUSTERS.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM, COUNCIL BLUFFS, IOWA. THE HALVERSON CENTER FOR EDUCATION. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. DEC-0-71-0676(361) PUB DATE - ND 59P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *DEVELOPMENTAL PROGRAMS; ELEMENTARY GRADES; SECONDARY GRADES; POST SECONDARY EDUCATION; PARENT EDUCATION; *MANUALS IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE BOOKLET PRESENTS AN ORGANIZATIONAL SCHEMA FOR 15 JOB CLUSTERS AS PART OF AN EXEMPLARY PROJECT IN CAREER EDUCATION. OCCUPATIONAL AREAS WERE DELINEATED TO INCLUDE THE OFFICE OCCUPATIONS, PERSONAL SERVICE, PUBLIC SERVICE, AGRI-BUSINESS AND NATURAL RESOURCES, COMMUNICATIONS AND MEDIA, CONSTRUCTION, CONSUMER AND HOMEMAKING OCCUPATIONS, ENVIRONMENT, FINE ARTS AND HUMANITIES, HEALTH OCCUPATIONS, HOSPITALITY AND RECREATION, MANUFACTURING, MARINE SCIENCE, MARKETING AND DISTRIBUTING, AND OFFICE OCCUPATIONS. WITHIN EACH CATEGORY, VARIOUS OCCUPATIONS ARE LISTED. (DL)

VT 100 141

MABBS, DAVID
GOING METRIC: HOW TO COPE IN THE OFFICE.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

REF-SJC/6
NORTHWOOD PUBLICATIONS LTD., ELM HOUSE, 10-16 ELM STREET, LONDON, WC1X0BP 01-837 1234 (\$65) PUB DATE - 71 100P.

DESCRIPTORS - *METRIC SYSTEM; BUSINESS SKILLS; MEASUREMENT; OFFICE PRACTICE; PROGRAMED INSTRUCTION IDENTIFIERS - GREAT BRITAIN

ABSTRACT - OVER THE PAST SEVERAL YEARS INDUSTRY AND COMMERCE IN GREAT BRITAIN HAVE BEEN CHANGING TO THE METRIC SYSTEM. THIS PUBLICATION IS ONE OF A SERIES DEVELOPED FOR THE STANDING JOINT COMMITTEE OF INDUSTRIAL TRAINING BOARDS ON TRAINING FOR METRICATION TO HELP TRAIN PERSONNEL TO USE THE METRIC SYSTEM IN THEIR DAILY WORK. IT WAS PREPARED WITH THE ASSISTANCE OF THE BRITISH STANDARDS INSTITUTION, THE METRICATION BOARD, AND OTHERS. THE VARIOUS METRIC MEASUREMENTS ARE PRESENTED IN A PROGRAMED LEARNING TEXT TO TAKE THE INDIVIDUAL THROUGH THE METRIC SYSTEM STEP BY STEP. (MF)

VT 100 144

MASHEB, CLIFFORD M.; LEBOWITZ, ROBERT B.
CLIFFS KEYNOTE REVIEWS: ACCOUNTING.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

CLIFF'S NOTES, INC., LINCOLN, NEBRASKA 68501 (\$2.25) PUB DATE - 68 116P.

DESCRIPTORS - *ACCOUNTING; *REVIEW (EXAMINATION); *STUDY GUIDES; *TEST REVIEWS; BOOKKEEPING; BUSINESS SUBJECTS

ABSTRACT - THIS STUDY GUIDE IS DESIGNED FOR STUDENTS' USE IN REVIEWING WORK IN AN ACCOUNTING COURSE OF STUDY. INSTRUCTIONS ARE GIVEN FOR USING THE MANUAL FOR A

GENERAL REVIEW, OR A QUICK REVIEW, AND FOR ADDITIONAL HELP IN PREPARING FOR EXAMS. AN EXTENSIVE GLOSSARY OF TERMS IS INCLUDED WITH PAGE REFERENCES TO THE GUIDE. CONTENTS RANGE FROM THE SIMPLE RECORDING OF TRANSACTIONS TO ACCOUNTING PRINCIPLES AND INCOME TAXES. (MU)

VT 100 209

LISOWSKI, ROBERT
CAREERS IN ACCOUNTING: A CAREER EDUCATION UNIT IN BUSINESS EDUCATION.

MCKEESPORT AREA SCHOOL DISTRICT,
PA.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 6P.

DESCRIPTORS - *ACCOUNTING;
*BUSINESS EDUCATION; *JOB SKILLS;
*RESOURCE UNITS; *UNIT PLAN;
OCCUPATIONAL INFORMATION;
OCCUPATIONS; SECONDARY GRADES;
VOCATIONAL DEVELOPMENT

ABSTRACT - THIS INSTRUCTIONAL UNIT WAS DESIGNED TO ACQUAINT SECONDARY ACCOUNTING STUDENTS IN PENNSYLVANIA WITH OCCUPATIONS WHICH UTILIZE THE SKILLS WHICH THEY ARE CURRENTLY BEING TAUGHT IN THEIR CLASSES. CONTENTS OF THE UNIT INCLUDE: (1) STATEMENTS OF OBJECTIVES, (2) AN OUTLINE OF THE SUBJECT MATTER TO BE MASTERED DURING THE COURSE OF THE UNIT, (3) A LIST OF THE OCCUPATIONAL AREAS TO BE EXPLORED, (4) AN ENUMERATION OF STUDENT LEARNING ACTIVITIES, (5) SUGGESTED STUDENT EVALUATION TECHNIQUES, AND (6) INFORMATION TO THE TEACHER INSTRUCTING HER TO CONSTRUCT AN APPROPRIATE BIBLIOGRAPHY. (SN)

VT 100 215

SHERLINE, RENEE C.
HANDBOOK FOR COOPERATIVE EDUCATION COORDINATORS. PART 1, HANDBOOK, AND PART 2, EXHIBITS.

NEW YORK CITY BOARD OF EDUCATION,
BROOKLYN, N.Y. BUREAU OF
COOPERATIVE EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 95P.

DESCRIPTORS - *COOPERATIVE
EDUCATION; *COORDINATORS;
*EDUCATIONAL POLICY; *VOCATIONAL
EDUCATION; *WORK STUDY PROGRAMS;
ADMINISTRATION; EDUCATIONAL
PROGRAMS; MANUALS; PART TIME JOBS
IDENTIFIERS - *NEW YORK CITY SCHOOL
SYSTEM

ABSTRACT - THIS MANUAL DESCRIBES THE REGULATIONS GOVERNING THE PRACTICES AND PROCEDURES OF COOPERATIVE EDUCATION IN THE NEW YORK CITY SCHOOL SYSTEM FOR THE BENEFIT OF THE COORDINATOR OF COOPERATIVE EDUCATION IN ANY ONE OF THE SCHOOLS IN THE SYSTEM. PRESENT PROCEDURES AND THOSE CONCERNING PLACEMENT OF STUDENTS ARE DESCRIBED. VARIOUS PART-TIME PROGRAMS OFFERED ARE DEFINED BY THE POLICIES GOVERNING THEM: ALTERNATING WORK AND CLASSES ON A 1-WEEK, 2-WEEK, 3-WEEK, 4-WEEK, AND DAILY BASIS. THE SCHOOLS PARTICIPATING IN THE COOPERATIVE PROGRAM ARE LISTED. THE FOLLOWING PROGRAMS ARE DISCUSSED IN DETAIL: (1) MUNICIPAL CIVIL SERVICE PROGRAM, (2) HEALTH CAREERS, (3) A 5-YEAR PROJECTION FOR OCCUPATIONAL EDUCATION UNDER THE BUREAU OF COOPERATIVE EDUCATION OUTLINES PROGRAM EXPECTATIONS IN TWELVE MAJOR OCCUPATIONAL AREAS. THEY ARE: (1) BUILDING TRADES, (2) COSMETOLOGY, (3) DRAFTING, (4) ELECTRICAL TRADES, (5) ELECTRONICS, (6) FASHION TRADES, (7) FOODS TRADES, (8) HEALTH, (9) HOSPITAL, (10) MACHINE SHOP, (11) PRINTING, AND (12) WOODWORKING. THE 33 EXHIBITS PROVIDE SAMPLE FORMS OF APPLICATIONS, TESTS, CERTIFICATIONS, AGREEMENTS, AND OTHER REPORTING DEVICES. (MU)

VT 100 222

NORTH CAROLINA CAREER EDUCATION CURRICULUM MATERIALS.

CURRICULUM COORDINATING UNIT.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 12P.

DESCRIPTORS - *CAREER EDUCATION;
*INSTRUCTIONAL MATERIALS; *TEACHING
MATERIALS; CAREERS; CURRICULUM
GUIDES; VOCATIONAL DEVELOPMENT;
VOCATIONAL EDUCATION
IDENTIFIERS - *NORTH CAROLINA

ABSTRACT - THIS DOCUMENT CONTAINS
THE TITLES AND DESCRIPTIONS OF
CURRICULUM MATERIALS DEVELOPED BY
VOCATIONAL PERSONNEL IN NORTH
CAROLINA FOR USE IN FACILITATING
THE ADVANCEMENT OF CAREER
EDUCATION. ENTERED UNDER THE TITLES
OF CAREER EXPLORATION AND CAREER
PREPARATION, THE MATERIALS INCLUDE:
(1) A COPY OF A STUDENT ACTIVITY
SHEET FOR USE IN THE AREA OF CAREER
EXPLORATION, (2) A TEACHER'S GUIDE
TO VOCATIONS, AND (3) CURRICULUM
GUIDES AND TEACHING UNITS FOR USE
IN FACILITATING COURSES IN
AGRICULTURE PRODUCTION, OUTDOOR
RECREATION AND APPLIED ECOLOGY,
ORNAMENTAL HORTICULTURE, CONSUMER
AND HOMEMAKING, BUSINESS AND OFFICE
EDUCATION, AEROSPACE, COOPERATIVE
FASHION MERCHANDISING, TRADE AND
INDUSTRIAL EDUCATION, AGRICULTURAL
MECHANICS, HEALTH OCCUPATIONS, AND
DISTRIBUTIVE EDUCATION COOPERATIVE
PROFESSIONAL SERVICES. (SN)

VT 100 235

GATES, MOINE; DAVISON, WAYNE
SECRETARIAL OFFICE PRACTICE. COURSE
CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 212P.

DESCRIPTORS - *CURRICULUM GUIDES;
*OFFICE OCCUPATIONS EDUCATION;
*OFFICE PRACTICE; *TEACHING GUIDES;
*VOCATIONAL EDUCATION; GRADE 12;
SECONDARY STUDENTS

ABSTRACT - THIS COURSE CURRICULUM
IS DESIGNED TO ACQUAINT THE GRADE
12 STUDENT WITH INFORMATION NEEDED
IN PREPARATION FOR A VARIETY OF
OCCUPATIONS IN OFFICE PRACTICE.
COURSE CONTENTS COVER TOPICS FROM
SEEKING EMPLOYMENT TO PREPARING FOR
LONG-RANGE CAREER GOALS. SKILLS IN
THE DETAILS OF VARIOUS OFFICE
OCCUPATIONS ARE SOUGHT THROUGH

LESSONS IN DICTATION AND
TRANSCRIPTION, PRODUCTION
TYPEWRITING, FILING AND RECORDS
MANAGEMENT, OFFICE MACHINES,
RECEPTIONIST DUTIES, AND TRAVEL AND
TRANSPORTATION SERVICES. OVER 80
BEHAVIORAL OBJECTIVES OF THE COURSE
ARE LISTED. (MU)

VT 100 250

A CONTINUOUS PROGRESS PROGRAM FOR
BUSINESS EDUCATION.

SAINT BERNARD PARISH SCHOOLS,
CHALMETTE, LA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 82P.

DESCRIPTORS - *BUSINESS EDUCATION;
*CONTINUOUS PROGRESS PLAN;
*CURRICULUM GUIDES; *INDIVIDUALIZED
INSTRUCTION; *SEQUENTIAL LEARNING;
BEHAVIORAL OBJECTIVES; COURSE
CONTENT; FLEXIBLE PROGRESSION

ABSTRACT - A CONTINUOUS PROGRESS
PROGRAM FOR INDIVIDUALIZATION OF
INSTRUCTION IN BUSINESS EDUCATION
HAS BEEN PREPARED USING LEARNING
SEQUENCES DESIGNED FOR STUDENT
NEEDS AND ASPIRATIONS AND PROVIDING
FOR PLACEMENT ACCORDING TO
ACHIEVEMENT IN A FLEXIBLE NONGRADED
FRAMEWORK. EACH SEQUENCE INCLUDES A
BRIEF DESCRIPTION OF SCOPE AND A
LISTING OF PERFORMANCE OBJECTIVES
TO GIVE AN INDICATION OF THE LEVEL
OF PROFICIENCY A STUDENT SHOULD
REACH UPON COMPLETION OF THE
LEARNING EXPERIENCES. AREAS IN
BUSINESS EDUCATION COVERED ARE
GENERAL BUSINESS, TYPEWRITING,
SHORTHAND, BOOKKEEPING, CLERICAL
PRACTICE, DATA PROCESSING, AND WORK
EXPERIENCE. (MF)

VT 100 260

ARIZONA COOPERATIVE EDUCATION
DIRECTORY, 1972-1973.

ARIZONA STATE DEPT. OF EDUCATION,
PHOENIX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 13P.

DESCRIPTORS - *COOPERATIVE
EDUCATION; *COOPERATIVE PROGRAMS;
*DIRECTORIES; *INSTRUCTOR

**COORDINATORS
IDENTIFIERS - *ARIZONA**

ABSTRACT - THIS DIRECTORY OF ARIZONA COOPERATIVE EDUCATION PROGRAMS IDENTIFIES EACH ONE BY ACRONYM. THE DIRECTORY IS ORGANIZED BY SCHOOL DISTRICTS AND EACH ENTRY WITHIN A DISTRICT NAMES THE PROGRAM, ITS SITE, ITS COORDINATOR, AND THE NUMBER OF YEARS THE PROGRAM HAS BEEN IN EXISTENCE. A LIST OF SPECIAL EDUCATION WORK COORDINATORS IS INCLUDED. (MU)

**VT 100 263
GEORGIA CAREER EDUCATION CURRICULUM MATERIALS.**

MISSISSIPPI STATE UNIV.,
MISSISSIPPI STATE CURRICULUM
COORDINATING UNIT.; MISSISSIPPI
STATE DEPT. OF EDUCATION, JACKSON.
DIV. OF VOCATIONAL AND TECHNICAL
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT,
MISSISSIPPI STATE UNIVERSITY, P.O.
DRAWER DX, MISSISSIPPI STATE, MS
39762
PUB DATE - 73 12P.

DESCRIPTORS - *ANNOTATED
BIBLIOGRAPHIES; *CAREER EDUCATION;
*CURRICULUM RESEARCH; *RESOURCE
MATERIALS; CURRICULUM; EDUCATIONAL
RESEARCH
IDENTIFIERS - *GEORGIA

ABSTRACT - THIS BIBLIOGRAPHY OF
CAREER EDUCATION RESOURCES CONTAINS
INFORMATION SUBMITTED FROM GEORGIA
TO THE MISSISSIPPI CURRICULUM
COORDINATING UNIT. THE 12 TITLES
ARE ORGANIZED AS CAREER
EXPLORATION, PREPARATION, ENTRY AND
ADVANCEMENT, AND MISCELLANEOUS.
DATA ON THE DOCUMENTS INCLUDE: (1)
TITLE, (2) CONTENT, (3) TYPE OF
MATERIAL, (4) GRADE LEVEL, (5)
CAREER LEVEL, (6) INTENDED USER,
(7) GENERAL DESCRIPTION, (8)
AUTHOR(S), (9) PUBLISHER, (10) DATE
OF PUBLICATION, (11) NUMBER OF
PAGES, (12) COST, (13) PERSON
SUBMITTING INFORMATION, AND (15)
STATE. (MU)

**VT 100 271
OFFICE SIMULATION-INTEGRATED
PROJECTS FOR CLERICAL OFFICE
PRACTICE: TEACHER'S MANUAL.**

MISSISSIPPI STATE UNIV., STATE
COLLEGE. CURRICULUM COORDINATING
UNIT.; UNIVERSITY OF SOUTHERN
MISSISSIPPI, HATTIESBURG.
MISSISSIPPI STATE DEPT. OF
EDUCATION, JACKSON. DIV. OF
VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT,
DRAWER DX, MISSISSIPPI STATE, MS
39762 (\$2.00)
PUB DATE - 72

DESCRIPTORS - *BOOKKEEPING; *OFFICE
OCCUPATIONS; *OFFICE OCCUPATIONS
EDUCATION; *OFFICE PRACTICE;
*SIMULATION; ANSWER KEYS; BANKING;
CLERICAL WORKERS; MANUALS;
SECONDARY GRADES

ABSTRACT - THIS TEACHERS' MANUAL IS
DESIGNED FOR USE IN A CLASSROOM
SIMULATING THE VARIOUS FUNCTIONS OF
BOOKKEEPING PECULIAR TO BANKING
INSTITUTIONS. THE POSITIONS OF
PAYROLL CLERK, SAVINGS TELLER, LOAN
TELLER, GENERAL CLERK TYPIST, AND
OFFICE MANAGER ARE SUPPLIED WITH
INPUT DATA FOR CLASS PROBLEMS. THE
PROBLEMS AND ANSWER KEY ARE
INCLUDED IN THE MANUAL. RELATED
DOCUMENTS ARE AVAILABLE AS VT 100
083 - VT 100 086 AND VT 100 088.
(MU)

**VT 100 275
ERLANDSON, RAY S.
STARTING AND MANAGING A SMALL
RETAIL MUSIC STORE. STARTING AND
MANAGING SERIES, VOLUME 20.**

SMALL BUSINESS ADMINISTRATION,
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S.
GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402 (S/N 4500-
00107, \$.55)
PUB DATE - 70 87P.

DESCRIPTORS - *BUSINESS;
*MANAGEMENT; *MUSIC; MANAGERIAL
OCCUPATIONS; PUBLICATIONS; SERIALS

**IDENTIFIERS - *MUSIC STORE
MANAGEMENT**

ABSTRACT - THIS BOOKLET WAS PREPARED IN COOPERATION WITH THE NATIONAL ASSOCIATION OF MUSIC MERCHANTS AND IS INTENDED TO ASSIST PERSONS INTERESTED IN SETTING UP AND MANAGING RETAIL MUSIC BUSINESSES. SPECIFIC TOPICAL CONTENTS INCLUDE: (1) THE MUSIC BUSINESS, (2) LOCATION PROBLEMS, (3) LEASED DEPARTMENTS, (4) YOUR BUILDING AND EQUIPMENT, (5) THE STUDIO OPERATION, (6) YOUR STARTING CAPITAL, (7) YOUR MERCHANDISE, (8) FINANCIAL MANAGEMENT, (9) OTHER MANAGEMENT CONCERNS, (10) SELLING, (11) BRINGING CUSTOMERS INTO THE STORE, (12) THE RECORD DEPARTMENT, AND (13) YOUR BUSINESS AND THE LAW. IN ADDITION, A SECTION ANNOUNCING INFORMATIONAL SOURCES IS PROVIDED. (SN)

**VT 100 287
CURRICULUM GUIDE FOR BUSINESS
EDUCATION.**

**MARYSVILLE JOINT UNIFIED SCHOOL
DISTRICT, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 112P.**

**DESCRIPTORS - *BUSINESS EDUCATION;
*CURRICULUM GUIDES; *TEACHING
GUIDES; BUSINESS SUBJECTS; COURSE
CONTENT; SECONDARY GRADES**

ABSTRACT - THIS CURRICULUM GUIDE WAS DESIGNED FOR USE BY BUSINESS EDUCATION TEACHERS IN CALIFORNIA'S MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT. INCLUDED ARE INSTRUCTIONAL PLANS FOR ALL COURSES COMPRISING THE BUSINESS EDUCATION CURRICULUM IN GRADES 9-12 COMPLETE WITH PROGRAM CONTENT OBJECTIVES, PERFORMANCE OBJECTIVES, AND SPACES FOR THE ENTRANCE OF LEARNING STRATEGIES, RESOURCES, AND PRIORITIES BY THE PERSPECTIVE TEACHERS. (SN)

**VT 100 290
A COURSE OF STUDY FOR THE
COOPERATIVE WORK STUDY PROGRAM.**

**CLARKSVILLE-MONTGOMERY COUNTY
SCHOOLS, TENN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NO 221P.**

**DESCRIPTORS - *COOPERATIVE
EDUCATION; *COURSE DESCRIPTIONS;
*MENTALLY HANDICAPPED; *TEACHING
GUIDES; *WORK STUDY PROGRAMS;
HANDICAPPED STUDENTS; VOCATIONAL
EDUCATION**

ABSTRACT - THIS INSTRUCTIONAL MANUAL WAS DEVELOPED TO ASSIST TEACHERS OF EDUCABLE MENTALLY HANDICAPPED STUDENTS ENROLLED IN SPECIAL EDUCATION CLASSES OF THE CLARKSVILLE-MONTGOMERY COUNTY SCHOOLS. THE GUIDE IS BASED ON FINDINGS OBTAINED IN A PREVIOUS STUDY OF THE NEEDS AND CHARACTERISTICS OF CHILDREN WITH SEVERE LEARNING DISABILITIES AND INCLUDES A PHILOSOPHY AND ORIENTATIONAL OVERVIEW OF THE PROPOSED COOPERATIVE WORK STUDY PROGRAM AS WELL AS GENERAL PROGRAM OBJECTIVES AND A LIST OF THE NEEDS TO BE FULFILLED BY THE PROGRAM. IN ADDITION, OBJECTIVES, COURSE DESCRIPTIONS, LEARNING ACTIVITIES, TEACHING METHODS AND INSTRUCTIONAL MATERIALS TO BE USED IN TEACHING THE PUPILS ARE GIVEN. (SN)

**VT 100 304
OCCUPATIONAL RELATIONS COURSE
OUTLINE. SECOND YEAR. WORCESTER
PUBLIC SCHOOLS' WORK-STUDY PROGRAM.**

**WORCESTER PUBLIC SCHOOLS, MASS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 83 56P.**

**DESCRIPTORS - *COOPERATIVE
EDUCATION; *COURSE CONTENT;
*CURRICULUM GUIDES; *HUMAN
RELATIONS; *WORK EXPERIENCE
PROGRAMS; COURSE DESCRIPTIONS;
EMPLOYMENT QUALIFICATIONS; MANUALS;
VOCATIONAL DEVELOPMENT; VOCATIONAL
EDUCATION**

ABSTRACT - THIS COURSE OUTLINE WAS DEVELOPED TO SERVE THE NEEDS OF THOSE PUPILS 16 YEARS OF AGE OR OLDER, WHO ARE ENROLLED IN THE SECOND YEAR OF THE WORK EXPERIENCE

EDUCATION PROGRAM IN THE WORCESTER PUBLIC SCHOOLS. THE PURPOSES OF THE PROGRAM ARE THREE-FOLD: (1) TO FOSTER AN AWARENESS OF THE IMPORTANCE OF PERSONAL RELATIONS AND THE WORLD OF WORK, (2) TO HELP STUDENTS DEVELOP A GREATER APPRECIATION OF THE EDUCATIONAL POSSIBILITIES INVOLVED IN THEIR JOBS, AND (3) TO AID STUDENTS IN MAKING BETTER SCHOOL AND WORK ADJUSTMENTS BY INTEGRATING THE EDUCATIONAL AND OCCUPATIONAL ASPECTS OF THE PROGRAM. AN EXPLANATION OF HOW THE PROGRAM OPERATES AND A GENERAL OVERVIEW OF THE BASIC CONTEXTUAL AREAS COVERED ARE PROVIDED IN THE OUTLINE AS WELL AS ASSIGNMENT DATA SHEETS FOR EACH OF THE EIGHT TOPICAL AREAS EMPHASIZED IN THE COURSE. THOSE ASSIGNMENTS BY TOPIC AND NUMBER ARE: (1) THE STUDY OF YOUR JOB, (2) HUMAN RELATIONS, (3) THE PROBLEM OF COMBINING SCHOOL AND WORK, (4) PAYROLL DEDUCTIONS AND BENEFITS, (5) BEING A CONSUMER, (6) UNIONS, (7) AMERICAN ECONOMY, AND (8) VOCATIONAL CHOICE AND SECURING ADDITIONAL TRAINING. (SN)

VT 100 308

BURTON, CHESTER J., AND OTHERS
AUTOMATIC BUSINESS DATA PROCESSING
1 AND 2 SYLLABUS.

NEW YORK STATE EDUCATION DEPT.,
ALBANY. BUREAU OF SECONDARY
CURRICULUM DEVELOPMENT.
DOCUMENT NOT AVAILABLE IN VT-ERIC
SET.
THE UNIVERSITY OF THE STATE OF NEW
YORK, THE STATE EDUCATION
DEPARTMENT, BUREAU OF SECONDARY
CURRICULUM DEVELOPMENT, ALBANY,
N.Y.
PUB DATE - 72 137P.

DESCRIPTORS - *BUSINESS EDUCATION;
*COMPUTER SCIENCE EDUCATION; *DATA
PROCESSING OCCUPATIONS; *ELECTRONIC
DATA PROCESSING; *STATE CURRICULUM
GUIDES; PROGRAM GUIDES

ABSTRACT - THIS NEW YORK STATE
CURRICULUM GUIDE OUTLINES A 2-YEAR
COURSE OF INSTRUCTION FOR SECONDARY
STUDENTS IN AUTOMATIC BUSINESS DATA

PROCESSING PREPARING FOR ENTRY-
LEVEL JOBS AT THE END OF THE FIRST
YEAR AS RECORD EQUIPMENT OPERATORS,
AND AT THE END OF THE SECOND YEAR
AS PERIPHERAL EQUIPMENT OPERATORS
OR PROGRAMMERS. INSTRUCTIONS TO
TEACHERS AND ADMINISTRATORS STRESS
THE NEED FOR THE TEACHERS TO ADJUST
THE COURSE CONTENT AND OBJECTIVES
TO THE LOCAL EMPLOYMENT SITUATION,
THE NEED FOR THE STUDENT TO HAVE A
TECHNICAL KNOWLEDGE AND
UNDERSTANDING OF THE MACHINES
INVOLVED, AND AN UNDERSTANDING OF
BUSINESS OPERATIONS IN GENERAL.
CURRICULUM PLANNING INCLUDES
DEFINING BEHAVIORAL OBJECTIVES,
GIVING CONSIDERATION TO THE
USEFULNESS OF WORK EXPERIENCE,
DELINEATING THE COURSE CONTENT,
IMPLEMENTING THE INSTRUCTIONAL
PROGRAM, AND EVALUATING THE
PROGRAM. THE SUGGESTED COURSE
CONTENT CONTAINS EIGHT UNITS FOR
THE FIRST YEAR AND SIX FOR THE
SECOND. EACH UNIT STATES ITS
PURPOSE AND CONTAINS TEACHING
SUGGESTIONS, CONTENT COVERED, AND
VOCABULARY TERMS. A NUMBER OF
WORKING DRAWINGS ARE INCLUDED IN
THE TEXTUAL MATERIAL. (MU)

VT 100 434

SWANN, ALLEN F., AND OTHERS
GUIDE TO BUSINESS EDUCATION: GRADES
9-12.

WARWICK SCHOOL DEPT., R.I.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM OFFICE, WARWICK SCHOOL
DEPT., 24 WARWICK LAKE AVE.,
WARWICK, RI 02889
PUB DATE - SEP71 186P.

DESCRIPTORS - *BUSINESS EDUCATION;
*BUSINESS SUBJECTS; *COURSE
CONTENT; *CURRICULUM GUIDES;
*PROGRAM CONTENT; EDUCATIONAL
PROGRAMS; GUIDES; SECONDARY GRADES

ABSTRACT - DEVELOPED PRIMARILY FOR
TEACHERS, COUNSELORS, AND
ADMINISTRATORS AT THE SECONDARY
LEVEL, THIS GUIDE IS INTENDED TO
CREATE A BROADER UNDERSTANDING OF
THE BUSINESS EDUCATION PROGRAM
CURRENTLY OPERATING IN THE PUBLIC
SCHOOLS OF WARWICK, RHODE ISLAND.

INCLUDED IN IT ARE: (1) AN INTRODUCTION, (2) A STATEMENT OF THE PHILOSOPHY OF BUSINESS EDUCATION, (3) A LIST OF THE GENERAL OBJECTIVES OF THE BUSINESS CURRICULUM, (4) A LIST OF THE PROGRAMS OF STUDY AVAILABLE IN BUSINESS EDUCATION, AND (5) A LIST OF THE COURSES COMPRISING THE CURRICULUM AS WELL AS COURSE OUTLINES FOR EACH. (SN)

VT 100 439

RIKLAND, ANN HOPE
CURRICULUM GUIDE FOR OFFICE PRACTICE.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF CHICAGO, 228 N. LASALLE ST., CHICAGO, IL 60601 (\$1.50)
PUB DATE - 72 27P.

DESCRIPTORS - *OFFICE OCCUPATIONS;
*OFFICE OCCUPATIONS EDUCATION;
*OFFICE PRACTICE; *TEACHING GUIDES;
CLERICAL WORKERS; SECONDARY GRADES;
VOCATIONAL EDUCATION
IDENTIFIERS - *CHICAGO PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE IS DESIGNED FOR CHICAGO SCHOOLS FOR USE BY TEACHERS AS A BASIC PLAN FOR WORK IN AN OFFICE PRACTICE CLASS THAT MEETS A DOUBLE PERIOD OF 80 MINUTES PER DAY. THE TEACHER MAY ENRICH OR SIMPLIFY EACH UNIT AS THE NEEDS AND INTERESTS OF THE CLASS DICTATE. GENERAL COURSE OBJECTIVES LIST SOCIAL AND ECONOMIC OBJECTIVES AND SKILLS AND COMPETENCIES. CONTENTS INCLUDE OBJECTIVES, SUBJECT MATTER, SUGGESTIONS TO THE TEACHER, CLASSROOM ACTIVITIES, AND REFERENCES FOR THESE FIVE UNITS: (1) ORIENTATION AND ORGANIZATION, (2) FILING, (3) MACHINE TRANSCRIPTION, (4) DUPLICATING, AND (5) COMPUTING MACHINES. (AUTHOR/MU)

VT 100 449

A CAREER ORIENTATION AND EXPLORATION GUIDE FOR TEACHERS OF PRACTICAL ARTS SUBJECTS: INDUSTRIAL ARTS, HOMEMAKING, BUSINESS EDUCATION, MIDDLE/JUNIOR HIGH

SCHOOL. A UNIT IN CAREER EDUCATION.

TULSA PUBLIC SCHOOLS, OKLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 51P.

DESCRIPTORS - *CAREER EDUCATION;
*CURRICULUM GUIDES; *JUNIOR HIGH SCHOOLS; *OCCUPATIONAL INFORMATION;
*PROGRAM DESCRIPTIONS; BUSINESS EDUCATION; FAMILY LIFE EDUCATION; INDUSTRIAL ARTS; SECONDARY GRADES
IDENTIFIERS - *TULSA PUBLIC SCHOOLS; CAREER EXPLORATION

ABSTRACT - THIS GUIDE IS DESIGNED FOR TEACHERS OF THE JUNIOR HIGH SCHOOL GRADES TO USE IN INTEGRATING CAREER EDUCATION CONCEPTS OF CAREER CLUSTERS INTO THE TULSA CITY SCHOOLS. CLASSES OF INDUSTRIAL ARTS, BUSINESS EDUCATION, AND FAMILY LIFE ARE USED AS THE VEHICLES IN IMPLEMENTING THE PROGRAM. PART 1 INTRODUCES PATTERNS OF EMPLOYMENT, THE MAJOR OCCUPATIONAL AREAS, AND INFORMATION AND REQUIREMENTS FOR ADMISSION INTO OCCUPATIONAL TRAINING PROGRAMS. PART 11 ANALYZES THE MAJOR OCCUPATIONS TO PRESENT THE OCCUPATIONAL CLUSTERS USEFUL IN AN EXPLORATION OF CAREER POSSIBILITIES. (MU)

VT 100 450

DIVERSIFIED OCCUPATIONS
COORDINATOR'S HANDBOOK.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 70P.

DESCRIPTORS - *ADMINISTRATOR GUIDES; *ADMINISTRATOR ROLE;
*COORDINATORS; *PROGRAM GUIDES;
*WORK EXPERIENCE PROGRAMS;
VOCATIONAL DEVELOPMENT; WORK STUDY PROGRAMS
IDENTIFIERS - *SOUTH CAROLINA

ABSTRACT - THIS PROGRAM GUIDE FOR ADMINISTRATORS AND COORDINATORS IN THE SECONDARY SCHOOLS OF SOUTH

CAROLINA IS DESIGNED TO HELP ESTABLISH OR IMPROVE DIVERSIFIED OCCUPATIONS PROGRAM. IN THESE PROGRAMS, STUDENTS IN REGULAR HIGH SCHOOLS RECEIVE ON-THE-JOB TRAINING UNDER SCHOOL SUPERVISION IN LOCAL INDUSTRIAL OR BUSINESS ESTABLISHMENTS FOR A PART OF THE DAY. GOALS, REQUIREMENTS, ROLES OF THE PARTICIPANTS, AND USE OF ADVISORY COMMITTEES ARE DETAILED. THE FUNCTIONS OF THE COORDINATOR ARE RELATED TO THE ENROLLMENT OF STUDENTS, THEIR PLACEMENT, THE SELECTION OF TRAINING STATIONS, AND THE SUPERVISION AND EVALUATION OF THE STUDENT ON THE JOB. PUBLIC RELATIONS, LEGAL REQUIREMENTS IN THE STATE, THE SCHOOL RECORDS AND REPORTS NEEDED BY THE SCHOOL SYSTEM ARE DESCRIBED. AN APPENDIX SUPPLIES REFERENCE MATERIALS FOR THE ADMINISTRATOR AND THE COORDINATOR. (MU)

VT 100 451
CURRICULUM GUIDE FOR OFFICE OCCUPATIONS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 88P.

DESCRIPTORS - *BUSINESS EDUCATION; *BUSINESS SUBJECTS; *OFFICE OCCUPATIONS EDUCATION; *STATE CURRICULUM GUIDES; *TEACHING GUIDES; COURSE CONTENT; SECONDARY GRADES
IDENTIFIERS - *SOUTH CAROLINA

ABSTRACT - THIS STATE CURRICULUM GUIDE PROVIDES ALL SOUTH CAROLINA BUSINESS TEACHERS WITH A REFERENCE BOOK OF SUBJECT AREA GUIDELINES FOR OFFICE OCCUPATIONS. FOR EACH SUBJECT AREA, AN INTRODUCTION AND A SET OF STUDENT OBJECTIVES ARE GIVEN, THE COURSE CONTENT IS OUTLINED, AND SUGGESTED EVALUATIONS ARE OFFERED. UNITS ARE INCLUDED FOR THE FOLLOWING SUBJECT AREAS: (1) BOOKKEEPING, (2) BUSINESS COMMUNICATIONS, (3) BUSINESS LAW,

(4) BUSINESS MATHEMATICS, (5) DATA PROCESSING, (6) INTRODUCTION TO BUSINESS, (7) KEYPUNCH TRAINING, (8) OFFICE MACHINES, (9) OFFICE PRACTICE, (10) RECORD KEEPING, (11) SHORTHAND, AND (12) TYPEWRITING. (MU)

VT 100 455
SOLOMITA, ARMAND R.
SUBJECT-RELATED OCCUPATIONS, GRADES 7-9.

SOUTHINGTON PUBLIC SCHOOLS, CONN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 33P.

DESCRIPTORS - *CAREER EDUCATION; *CLASS ACTIVITIES; *INTEGRATED CURRICULUM; *LEARNING ACTIVITIES; *MANUALS
IDENTIFIERS - *SOUTHINGTON PUBLIC SCHOOLS

ABSTRACT - THIS MANUAL IS DESIGNED TO ASSIST THE JUNIOR HIGH SCHOOL TEACHERS IN THE SOUTHINGTON SCHOOLS IN INTRODUCING CAREER EDUCATION CONCEPTS INTO THE CURRICULUM. SEVERAL CLASSROOM ACTIVITIES ARE PROVIDED FOR EACH OF THE FOLLOWING CLASSES: MATHEMATICS, ENGLISH, SCIENCE, LANGUAGES, SOCIAL STUDIES, BUSINESS, HOME ECONOMICS, ART, PHYSICAL EDUCATION, AND INDUSTRIAL ARTS. (MU)

VT 100 462
GOATES, WAYNE A.
DIRECTORY OF BUSINESS AND INDUSTRIAL ORIENTATION SITES/CONSULTANTS.

UTAH STATE BOARD OF EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL 72 53P.

DESCRIPTORS - *COMMUNITY COOPERATION; *COMMUNITY RESOURCES; *COMMUNITY SURVEYS; *INDUSTRY; *SCHOOL INDUSTRY RELATIONSHIP; COMMUNITY INVOLVEMENT; VOCATIONAL EDUCATION
IDENTIFIERS - *UTAH

ABSTRACT - THE PURPOSE OF THIS DIRECTORY IS TO PROVIDE COUNSELORS

AND TEACHERS WITH A LIST OF EMPLOYERS WITHIN THE STATE OF UTAH, IN VARIOUS REPRESENTATIVE OCCUPATIONS, WHO HAVE AGREED TO MAKE AVAILABLE TIMES WHEN STUDENTS MAY VISIT THEIR PLACES OF EMPLOYMENT FOR AN ON-THE-JOB ORIENTATION, OR WHO ARE WILLING TO SEND REPRESENTATIVES INTO THE PUBLIC SCHOOLS FOR SUCH ORIENTATION PURPOSES. CONTENTS ARE PRESENTED ON A CONTINUOUS CHART SO THAT WITH EACH COMPANY LISTED, THE READER CAN CHECK THE FACTORS THAT APPLY FROM THE FOLLOWING THAT ARE LISTED: (1) VISITS OF STUDENTS, (2) NUMBER OF VISITORS AT ONE TIME, (3) FREQUENCY OF VISITS, (4) TIME REQUIRED TO TOUR OPERATIONS, (5) WILL SEND REPRESENTATIVES TO SCHOOL, (6) EXPENSE TO SCHOOL, (7) HIRE HIGH SCHOOL STUDENTS PART TIME, (8) HIRE HIGH SCHOOL STUDENTS UPON GRADUATION, (9) MINIMUM HIRING AGE, AND (10) LEVEL OF POST HIGH SCHOOL TRAINING REQUIRED. OVER 150 FIRMS ARE LISTED INCLUDING THOSE FROM MINING, CONSTRUCTION, MANUFACTURING, TRANSPORTATION, COMMUNICATION, UTILITIES, WHOLESALE AND RETAIL TRADE, FINANCE, INSURANCE, REAL ESTATE, AND GOVERNMENT. (AUTHOR/MU)

VT 100 465

LEE, JASPER S., COMP.
SOUTH CAROLINA CAREER EDUCATION CURRICULUM MATERIALS.

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.; MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 73 39P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *CAREER EDUCATION; *CURRICULUM RESEARCH; *EDUCATIONAL RESEARCH; *RESOURCE MATERIALS; CURRICULUM IDENTIFIERS - *SOUTH CAROLINA

ABSTRACT - THIS BIBLIOGRAPHY OF CAREER EDUCATION RESOURCES CONTAINS INFORMATION SUBMITTED FROM SOUTH CAROLINA TO THE MISSISSIPPI

RESEARCH AND CURRICULUM UNIT. THE 59 TITLES ARE ORGANIZED AS CAREER EXPLORATION AND PREPARATION, AGRICULTURE, BUSINESS, DISTRIBUTIVE EDUCATION, HOME ECONOMICS, SPECIAL EDUCATION AND TRADE AND INDUSTRIAL EDUCATION. DATA ON THE ENTRIES INCLUDE TITLE, DISCIPLINE, TYPE OF MATERIAL, GRADE LEVEL, CAREER LEVEL, INTENDED USER, GENERAL DESCRIPTION OF SUBJECT MATTER, AUTHOR(S), PUBLISHER, DATE OF PUBLICATION, PAGE NUMBERS, COST, AVAILABILITY, NAME OF INDIVIDUAL SUBMITTING DOCUMENT, AND STATE. (MU)

VT 100 466

JAMESON, ANNE H.
THE TEN-KEY ADDING MACHINE. STUDENT MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 73 31P.

DESCRIPTORS - *BUSINESS SKILLS; *OFFICE MACHINES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE; *STUDY GUIDES; SKILL DEVELOPMENT IDENTIFIERS - *TEN KEY ADDING MACHINES

ABSTRACT - THIRTEEN LESSONS IN THIS MANUAL CONTAIN OBJECTIVES AND LEARNING ACTIVITIES INVOLVED IN GAINING SKILL ON THE TEN-KEY ADDING MACHINE. THE STUDENT IS LED IN A STEP-BY STEP APPROACH IN LEARNING TO USE THE VARIOUS KEYS ON THE MACHINE WITH SPEED AND ACCURACY. ADDITION, SUBTRACTION, MULTIPLICATION, AND DIVISION ARE PRACTICED WITH STRESS ON GOOD WORK HABITS AS SKILL IS GAINED. THE TEACHER'S MANUAL IS AVAILABLE AS VT 100 469. (MU)

VT 100 467

JAMESON, ANNE H.
THE FULL-KEYBOARD ADDING MACHINE. STUDENT MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 5P.

DESCRIPTORS - *BUSINESS SKILLS;
*OFFICE MACHINES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE PRACTICE
IDENTIFIERS - *FULL KEYBOARD ADDING MACHINES

ABSTRACT - FINGERING TECHNIQUES ARE ILLUSTRATED BY LINE DRAWINGS, DISCUSSED IN NARRATIVE DESCRIPTION, AND DEMONSTRATED THROUGH A SERIES OF PROBLEMS IN THIS STUDY GUIDE. PROCEDURES TO COVER VARIOUS CONTINGENCIES THAT MAY BE MET IN USING THE FULL KEYBOARD ADDING MACHINE ARE DEFINED AND ILLUSTRATED. A TEACHER'S MANUAL RELATED TO THIS STUDY GUIDE IS AVAILABLE AS VT 100 468. (MU)

VT 100 468

JAMESON, ANNE H.
THE FULL-KEYBOARD ADDING MACHINE. TEACHER'S MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 5P.

DESCRIPTORS - *ANSWER KEYS;
*BUSINESS SKILLS; *OFFICE MACHINES;
*OFFICE OCCUPATIONS EDUCATION
IDENTIFIERS - *FULL KEYBOARD ADDING MACHINES

ABSTRACT - ANSWERS TO THE PROBLEMS CONTAINED IN THE STUDENT'S MANUAL FOR THE FULL KEYBOARD ADDING MACHINE ARE GIVEN IN THIS TEACHER'S MANUAL. THE TEN-KEY MACHINE TEACHER'S MANUAL MAY BE USED FOR INSTRUCTION OF THE FULL KEYBOARD MACHINE. THIS ANSWER KEY APPLIES TO THE RELATED DOCUMENT A STUDENT'S MANUAL. AVAILABLE AS VT 100 467 AND THE STUDENT'S AND TEACHER'S MANUALS

FOR THE TEN-KEY MACHINE ARE AVAILABLE AS VT 100 466 AND VT 100 469 RESPECTIVELY. (MU)

VT 100 469

JAMESON, ANNE H.
THE TEN-KEY ADDING MACHINE. TEACHER'S MANUAL.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 16P.

DESCRIPTORS - *ANSWER KEYS;
*BUSINESS SKILLS; *OFFICE OCCUPATIONS EDUCATION; *OFFICE MACHINES; MANUALS; TESTS
IDENTIFIERS - *TEN KEY ADDING MACHINES

ABSTRACT - ANSWERS FOR THE PROBLEMS IN THE 13 LESSONS OF THE STUDENT'S MANUAL ARE GIVEN IN THIS TEACHER'S MANUAL. AN INTRODUCTION PROVIDES SUGGESTED PRELIMINARY ACTIVITIES FOR THE TEACHER, SUGGESTED SUPPLIES, MATERIALS, AND EQUIPMENT, OBJECTIVES, AND FOLLOWUP FOR THE LESSONS. THE STUDENT'S MANUAL IS AVAILABLE AS VT 100 466. (MU)

VT 100 477

OCCUPATIONAL WORK EXPERIENCE. (26 STUDENT HANDBOOKS AND 1 INSTRUCTOR'S MANUAL).

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.

MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210
(STUDENT HANDBOOKS \$8.00;
INSTRUCTORS MANUAL \$4.00).
PUB DATE - 73 509P.

DESCRIPTORS - *HIGH SCHOOL STUDENTS; *STUDY GUIDES; *TEACHING GUIDES; *VOCATIONAL ADJUSTMENT;
*WORK EXPERIENCE PROGRAMS;
EMPLOYMENT EXPERIENCE; WORK ATTITUDES

ABSTRACT - THIS SET OF MANUALS SUPPLIES A TEACHING GUIDE FOR THE INSTRUCTOR AND 26 STUDY GUIDES FOR THE HIGH SCHOOL STUDENT ENROLLED IN A WORK EXPERIENCE PROGRAM. THE TEACHING GUIDE GIVES THE INSTRUCTOR A RATIONALE FOR EACH UNIT OF INSTRUCTION, SUGGESTED CLASSROOM ACTIVITIES, AND CHALK BOARD USES KEYED TO EACH STUDY UNIT. THE 26 STUDY GUIDES INCLUDE SUCH TITLES AS: (1) ORIENTATION, (2) SAFETY, (3) WHY STAY IN SCHOOL, (4) HOW TO STUDY, (5) HOW TO APPLY FOR AND GET A JOB, (6) PERSONAL BUDGETING, (7) SOCIAL SECURITY, (8) WHAT THE EMPLOYER WANTS, AND (9) LABOR LAWS. (MU)

VT 100 478

CAREER EDUCATION LESSONS: MISCELLANEOUS MINI-UNITS FOR GRADES K-6 DEVELOPED DURING 1972-73 SCHOOL YEAR.

WATERTOWN INDEPENDENT SCHOOL DISTRICT 1, S. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 17P.

DESCRIPTORS - *CAREER EDUCATION;
*CAREER LADDERS; *CAREER PLANNING;
*LESSON PLANS; *TEACHING GUIDES;
ELEMENTARY GRADES; UNITS OF STUDY
(SUBJECT FIELDS)

ABSTRACT - THIS INSTRUCTIONAL GUIDE WAS DESIGNED FOR USE IN THE CAREER EDUCATION PROGRAM FOR GRADES K-6. CONTAINED ARE MINI-UNITS ON THE FOLLOWING OCCUPATIONAL CLUSTERS: (1) CONSUMER AND HOMEMAKER, (2) FINANCIAL AND BUSINESS SERVICES, (3) AGRIBUSINESS, AND (4) NEWSPAPER EDITING. (SN)

VT 100 482

GREEN, KATHERINE S., AND OTHERS
HANDBOOK FOR VOCATIONAL TEACHER-
COORDINATORS OF BUSINESS AND OFFICE
EDUCATION.

MISSISSIPPI STATE UNIV., STATE
COLLEGE. CURRICULUM COORDINATING
UNIT.
MISSISSIPPI STATE DEPT. OF
EDUCATION, JACKSON. DIV. OF
VOCATIONAL AND TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
BUS-OFF-PUB-2000
PUB DATE - 72 131P.

DESCRIPTORS - *BUSINESS EDUCATION;
*COOPERATIVE EDUCATION; *OFFICE
OCCUPATIONS EDUCATION; *PROGRAM
GUIDES; *VOCATIONAL EDUCATION;
ADULT EDUCATION; OFFICE OCCUPATIONS
IDENTIFIERS - *MISSISSIPPI

ABSTRACT - THIS PROGRAM GUIDE FOR COOPERATIVE VOCATIONAL EDUCATION IN OFFICE OCCUPATIONS DESCRIBES THE REQUIREMENTS OF THE COORDINATOR, INSTRUCTOR, STUDENT, AND EMPLOYER FOR PARTICIPATION IN A MISSISSIPPI PROGRAM. EQUIPMENT AND PROGRAM OFFERED BY THE SCHOOL, EDUCATION AND EXPERIENCE OF THE COORDINATOR, PREREQUISITES TO BE MET BY THE STUDENT FOR ENROLLMENT AND AGREEMENTS BY THE EMPLOYER ARE DEFINED. A SPECIAL PROGRAM FOR INTENSIVE STUDY USING SIMULATION WITH BLOCK SCHEDULING TO PROVIDE AN OFFICE-LIKE ATMOSPHERE WHEN COOPERATIVE EDUCATION IS NOT FEASIBLE IS DESCRIBED SHOWING THE PREREQUISITES OF ALL PARTICIPANTS AND THE PROGRAM REQUIREMENTS. MANY SAMPLE FORMS ARE INCLUDED FOR THE PROGRAM, THE INSTRUCTOR, THE STUDENT, AND THE EMPLOYER. A PROGRAM FOR ADULT EDUCATION IS DEFINED FOR USE IN THE STATE. GENERAL INFORMATION, MINIMUM OFFICE STANDARDS, FREE TEACHING AIDS, EVALUATION DATA, CALENDAR OF EVENTS, AND A LIST OF SHORTENED JOB DESCRIPTIONS ARE INCLUDED. (MU)

VT 100 484

WATKINS, DAISY
BOOKKEEPING I: STARTING A
BOOKKEEPING SYSTEM. LEARNING
ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.
LAP-1
PUB DATE - ND 18P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *STUDY GUIDES; UNITS OF
STUDY (SUBJECT FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY

PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF STUDY, KEYED TO 20TH CENTURY BOOKKEEPING AND ACCOUNTING TEXTBOOK, IS FOR THE BEGINNER IN THE FIELD. IT COVERS THE ACTIVITIES IN CONNECTION WITH RECORDING AND POSTING THE OPENING ENTRIES OF A SMALL BUSINESS. A LIST OF RESOURCES BEHAVIORAL OBJECTIVES AND A SELF-EVALUATING TEST ARE INCLUDED. (MU)

VT 100 485

WATKINS, DAISY
BOOKKEEPING I: BOOKKEEPING CYCLE.
LEARNING ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.

LAP-2

PUB DATE - ND 16P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *RECORDKEEPING; *STUDY
GUIDES; UNITS OF STUDY (SUBJECT
FIELDS)

IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF STUDY, KEYED TO 20TH CENTURY BOOKKEEPING AND ACCOUNTING TEXTBOOK, IS FOR THE BEGINNER IN THE FIELD. IT COVERS THE ACTIVITIES IN CONNECTION WITH RECORDING AND POSTING ENTRIES FOR A GENERAL JOURNAL, STRIKING A TRIAL BALANCE, AND CORRECTING ERRORS IN A TRIAL BALANCE. BEHAVIORAL OBJECTIVES, RESOURCES, AND A SELF-EVALUATING TEST ARE INCLUDED. (MU)

VT 100 486

WATKINS, DAISY
BOOKKEEPING I: SPECIAL JOURNALS AND
SUBSIDIARY LEDGERS. LEARNING
ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.

LAP-3

PUB DATE - ND 27P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *RECORDKEEPING; *STUDY

GUIDES; UNITS OF STUDY (SUBJECT
FIELDS)

IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF STUDY, KEYED TO 20TH CENTURY BOOKKEEPING AND ACCOUNTING TEXTBOOK IS FOR THE BEGINNER IN THE FIELD. IT COVERS THE ACTIVITIES IN CONNECTION WITH RECORDING PURCHASES, CASH PAYMENTS, SALES, AND THE CHECKING ACCOUNT AND RECONCILIATION OF BANK STATEMENTS. BEHAVIORAL OBJECTIVES, RESOURCES, AND A SELF-EVALUATING TEST ARE INCLUDED. (MU)

VT 100 487

WATKINS, DAISY
BOOKKEEPING I: FINANCIAL REPORTS.
LEARNING ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.

LAP-4

PUB DATE - ND 19P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *RECORDKEEPING; *STUDY
GUIDES; UNITS OF STUDY (SUBJECT
FIELDS)

IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF STUDY, KEYED TO 20TH CENTURY BOOKKEEPING AND ACCOUNTING TEXTBOOK, IS FOR THE BEGINNER IN THE FIELD. IT COVERS THE ACTIVITIES IN CONNECTION WITH REVIEWING THE WORK SHEET, PROFIT AND LOSS STATEMENT, BALANCE SHEET, THE CAPITAL STATEMENT, ADJUSTING AND CLOSING ENTRIES, AND THE POST-CLOSING TRIAL BALANCE. BEHAVIORAL OBJECTIVES, RESOURCES, AND A SELF-EVALUATING TEST ARE INCLUDED. (MU)

VT 100 488

WATKINS, DAISY
BOOKKEEPING I: SPENCER ATHLETIC
GOODS. LEARNING ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.

LAP-5

PUB DATE - ND 9P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *RECORDKEEPING; *STUDY
GUIDES; UNITS OF STUDY (SUBJECT
FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF
STUDY, KEYED TO 20TH CENTURY
BOOKKEEPING AND ACCOUNTING
TEXTBOOK, IS FOR THE BEGINNER IN
THE FIELD. IT COVERS THE ACTIVITIES
IN CONNECTION WITH THE TRANSACTIONS
OF A WHOLESALE ATHLETIC GOODS
BUSINESS FOR A FISCAL PERIOD OF ONE
MONTH. BEHAVIORAL OBJECTIVES,
RESOURCES, AND A SELF-EVALUATING
TEST ARE INCLUDED. (MU)

VT 100 489
WATKINS, DAISY
BOOKKEEPING I: INTRODUCTION TO
AUTOMATED DATA. LEARNING ACTIVITY
PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.
LAP-6
PUB DATE - ND 11P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *DATA
PROCESSING; *PROGRAMED UNITS;
*STUDY GUIDES; UNITS OF STUDY
(SUBJECT FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF
STUDY, KEYED TO 20TH CENTURY
BOOKKEEPING AND ACCOUNTING
TEXTBOOK, IS FOR THE BEGINNER IN
THE FIELD. IT COVERS ACTIVITIES IN
CONNECTION WITH AUTOMATIC MACHINES,
HIGH SPEED ELECTRONIC EQUIPMENT,
AND PROCEDURES IN AUTOMATIC DATA
PROCESSING. BEHAVIORAL OBJECTIVES,
RESOURCES, AND A SELF-EVALUATING
TEST ARE INCLUDED. (MU)

VT 100 490
WATKINS, DAISY
BOOKKEEPING I: COMBINATION JOURNAL.
LEARNING ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.
LAP-7
PUB DATE - ND 17P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *RECORDKEEPING; *STUDY
GUIDES; UNITS OF STUDY (SUBJECT
FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF
STUDY, KEYED TO 20TH CENTURY
BOOKKEEPING AND ACCOUNTING
TEXTBOOK, IS FOR THE BEGINNER IN
THE FIELD. IT COVERS THE ACTIVITIES
IN CONNECTION WITH THE USE OF THE
COMBINATION JOURNAL, THE PETTY CASH
FUND, HANDLING OF SALES RETURNS AND
CASH DISCOUNTS. BEHAVIORAL
OBJECTIVES, RESOURCES, AND A SELF-
EVALUATION TEST ARE INCLUDED. (MU)

VT 100 491
WATKINS, DAISY
BOOKKEEPING I: CASH REGISTER
BOOKKEEPING SYSTEM. LEARNING
ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.
LAP-8
PUB DATE - ND 19P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *STUDY GUIDES; UNITS OF
STUDY (SUBJECT FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF
STUDY, KEYED TO 20TH CENTURY
BOOKKEEPING AND ACCOUNTING
TEXTBOOK, IS FOR THE BEGINNER IN
THE FIELD. IT COVERS THE ACTIVITIES
IN CONNECTION WITH DEPRECIATION,
POST-DEPRECIATION EXPENSES, GAINS
AND LOSSES ON FIXED ASSETS.
BEHAVIORAL OBJECTIVES, RESOURCES,
AND A SELF-EVALUATING TEST ARE
INCLUDED. (MU)

VT 100 492
WATKINS, DAISY
BOOKKEEPING I: PRACTICE SET.

LEARNING ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.

LAP-9

PUB DATE - ND 13P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *STUDY GUIDES; UNITS OF
STUDY (SUBJECT FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF
STUDY, KEYED TO 20TH CENTURY
BOOKKEEPING AND ACCOUNTING
TEXTBOOK, IS FOR THE BEGINNER IN
THE FIELD. IT COVERS ACTIVITIES IN
CONNECTION WITH RECORDING SUCH
TRANSACTIONS FROM CASH REGISTER
RECORDS AS ENTRIES INTO A
COMBINATION JOURNAL, POSTING,
PROVING, AND PHASES OF ACCOUNTING
AT THE END OF THE FISCAL PERIOD.
BEHAVIORAL OBJECTIVES, RESOURCES,
AND A SELF-EVALUATING TEST ARE
INCLUDED. (MU)

VT 100 493

WATKINS, DAISY

BOOKKEEPING II: BOOKKEEPING CYCLE.
LEARNING ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.

LAP-10

PUB DATE - ND 14P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *STUDY GUIDES; UNITS OF
STUDY (SUBJECT FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF
STUDY, KEYED TO 20TH CENTURY
BOOKKEEPING AND ACCOUNTING
TEXTBOOK, IS FOR THE BEGINNER IN
THE FIELD. IT COVERS ACTIVITIES IN
CONNECTION WITH ANALYZING BUSINESS
TRANSACTIONS INTO DEBIT AND CREDIT
PARTS AND RECORDING THEM INTO A
COMBINATION JOURNAL, PROVING CASH,
MAKING A SCHEDULE OF ACCOUNTS
RECEIVABLE AND A SCHEDULE OF
ACCOUNTS PAYABLE, AND STRIKING A

TRIAL BALANCE. BEHAVIORAL
OBJECTIVES, RESOURCES, AND A SELF-
EVALUATING TEST ARE INCLUDED. (MU)

VT 100 494

WATKINS, DAISY

BOOKKEEPING II: DEPARTMENTAL AND
PAYROLL ACCOUNTING. LEARNING
ACTIVITY PACKAGE.

NINETY SIX HIGH SCHOOL, S.C.
MF AVAILABLE IN VT-ERIC SET.

LAP-11

PUB DATE - ND 16P.

DESCRIPTORS - *BOOKKEEPING;
*BUSINESS EDUCATION; *PROGRAMED
UNITS; *STUDY GUIDES; UNITS OF
STUDY (SUBJECT FIELDS)
IDENTIFIERS - *LEARNING ACTIVITY
PACKAGE; LAP

ABSTRACT - THIS PROGRAMED UNIT OF
STUDY, KEYED TO 20TH CENTURY
BOOKKEEPING AND ACCOUNTING
TEXTBOOK, IS FOR THE BEGINNER IN
THE FIELD. IT CONCERNS THE
ACTIVITIES IN CONNECTION WITH
APPLYING BOOKKEEPING PROCEDURES TO
A BUSINESS ORGANIZED ON A
DEPARTMENTAL BASIS. BEHAVIORAL
OBJECTIVES, RESOURCES, AND A SELF-
EVALUATING TEST ARE INCLUDED. (MU)

VT 100 508

GARRISON, DOROTHY D.

DUPLICATING EQUIPMENT. TEACHER'S
MANUAL.

SOUTH CAROLINA STATE DEPT. OF
EDUCATION, COLUMBIA. OFFICE OF
VOCATIONAL EDUCATION.; CLEMSON
UNIV., SOUTH CAROLINA. VOCATIONAL
EDUCATION MEDIA CENTER.

MF AVAILABLE IN VT-ERIC SET.

OFFICE OF VOCATIONAL EDUCATION,
OFFICE OCCUPATIONS SECTION,
COLUMBIA, SC 29201

PUB DATE - 72 14P.

DESCRIPTORS - *BUSINESS EDUCATION;
*EQUIPMENT UTILIZATION; *OFFICE
MACHINES; *TEACHING GUIDES;
*REPROGRAPHY; BUSINESS SKILLS;
EQUIPMENT MAINTENANCE

ABSTRACT - THIS MANUAL WAS DESIGNED
FOR USE BY BUSINESS EDUCATION

TEACHERS FOR THE FACILITATION OF INSTRUCTION IN THE AREA OF BUSINESS MACHINE OPERATIONS. CONTAINED ARE INSTRUCTIONAL GUIDES FOR THE TEACHING OF SKILLS IN THE USE OF THE FOLLOWING PROCESSES: (1) THE FLUID PROCESS, (2) THE INK DUPLICATION PROCESS, AND (3) THE OFFSET PROCESS. AS A SUPPLEMENT TO THE INSTRUCTIONAL GUIDES, TWO PRACTICE PROBLEMS ARE INCLUDED. (SN)

VT 100 601

REENSTJERNA, SWANNEE R.
TRANSCRIBING TRAINING TECHNIQUES.
TEACHER'S MANUAL AND STUDENT
MANUAL.

SOUTH CAROLINA STATE DEPT. OF
EDUCATION, COLUMBIA. OFFICE
OCCUPATIONS SECTION.; CLEMSON
UNIVERSITY, SOUTH CAROLINA.
VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 29P.

DESCRIPTORS - *TEACHING GUIDES;
*TRAINING TECHNIQUES; TEACHING
PROCEDURES; BUSINESS SKILLS;
*OFFICE MACHINES; OFFICE PRACTICE;
*BUSINESS SUBJECTS; BUSINESS
EDUCATION
IDENTIFIERS - *TRANSCRIBING

ABSTRACT - DEVELOPED TO ASSIST
TEACHERS OF MACHINE TRANSCRIPTION
CLASSES, THIS MANUAL CONTAINS
INSTRUCTIONAL POINTERS AS WELL AS A
COURSE RATIONALE, STUDENT
PREREQUISITE REQUIREMENTS, AND
ILLUSTRATIONS OF TRANSPARENCIES
DEPICTING THE VARIOUS MACHINES TO
BE USED IN THE COURSE. IN ADDITION,
EVALUATIVE CRITERIA AS WELL AS
TRANSCRIPTION SUGGESTIONS AND A
LIST OF MASTERY WORDS ARE PROVIDED.
THE MACHINES TO BE UTILIZED
INCLUDE: (1) THE CASSETTE TYPE UNIT
RECORDER, (2) THE REEL TYPE UNIT
RECORDER, (3) THE MINIATURE AND
REGULAR CASSETTE TYPE UNIT, (4) THE
BELT TYPE UNIT RECORDER-
TRANSCRIBER, AND (5) THE DISPOSABLE
BELT TYPE UNIT TRANSCRIBER. (SN)

VT 100 607

OFFICE EMPLOYEES' PRACTICUM.

STUDENT MANUAL.

CIVIL SERVICE COMMISSION,
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 71P.

DESCRIPTORS - *PRACTICUMS;
*GOVERNMENT EMPLOYEES; *OFFICE
OCCUPATIONS EDUCATION; *MANUALS;
WORKSHOPS; WORK ATTITUDES
IDENTIFIERS - *UNITED STATES CIVIL
SERVICE COMMISSION

ABSTRACT - TO AID THE CIVIL SERVICE
OFFICE WORKER IN ASSUMING
RESPONSIBILITIES, A 3-DAY WORKSHOP
WAS CONDUCTED TO ANALYZE THE DUTIES
AND DIMENSIONS OF TODAY'S OFFICE
WORKER, EXCHANGE INFORMATION,
REINFORCE CONCEPTS, AND STIMULATE
INTEREST IN STRIVING TOWARD
INCREASING OFFICE EFFICIENCY AND
JOB SATISFACTION. THE AGENDA
INCLUDED THE FOLLOWING DIMENSIONS
OF THOUGHT: (1) PERFORMANCE AND
RESPONSIBILITY, (2) COMMUNICATIONS
(3) HUMAN RELATIONS, (4) APPLIED
COMMUNICATIONS, AND (5) SUCCESS.
THIS PARTICIPANT'S MANUAL USED IN
THE SESSIONS PRESENTS OUTLINES OF
THE MEETINGS, FORMS NEEDED, AND THE
GENERAL CONCEPTS DISCUSSED. (MU)

VT 100 615

IDLEMAN, HILLIS K.
COPING WITH THE PROBLEMS OF A
TECHNOLOGICAL AGE. PART I AND II.

NEW YORK STATE DEPT. OF EDUCATION,
ALBANY. BUREAU OF SECONDARY
CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE UNIVERSITY OF THE STATE OF NEW
YORK, THE STATE DEPT. OF EDUCATION,
BUREAU OF SECONDARY CURRICULUM
DEVELOPMENT, ALBANY, NY
PUB DATE - 73 49P.

DESCRIPTORS - *CONSUMER EDUCATION;
*CONSERVATION EDUCATION; *ENERGY;
*TECHNOLOGICAL ADVANCEMENT;
SCHEDULE MODULES; *TEACHING GUIDES;
UNITS OF STUDY (SUBJECT FIELDS);
SECONDARY GRADES; POST SECONDARY
EDUCATION

ABSTRACT - THIS 2-PART TEACHING

GUIDE CAN BE USED TO PROVIDE MODULES OF CONSUMER EDUCATION IN SUCH FIELDS AS SOCIAL STUDIES, BUSINESS, HOME ECONOMICS, OR INDUSTRIAL ARTS IN SECONDARY AND POSTSECONDARY CLASSES. PART I OF THE GUIDE DEALS WITH TECHNOLOGY AND THE ENERGY CRISIS. PART II CONTINUES WITH ENERGY SOURCES, POLLUTION, AND CONSERVATION. A 3-COLUMN TEACHING GUIDE OF UNDERSTANDING, SUGGESTED TEACHER AND PUPIL ACTIVITIES, AND SOURCE MATERIALS COVERS TOPICS CONCERNING SHORTAGES OF ENERGY SUPPLY, CONSUMER ROLES IN CONSERVATION, ECONOMICS OF A CHANGING TECHNOLOGY, AND THE COST/BENEFIT RATIO OF ENERGY UTILIZATION. (MU)

VT 100 618

STITT, THOMAS R.
AN ANNOTATED BIBLIOGRAPHY FOR ENVIRONMENTAL EDUCATORS.

SOUTHERN ILLINOIS UNIV.,
CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION,
SPRINGFIELD.

MF AVAILABLE IN VT-ERIC SET.
SOUTHERN ILLINOIS UNIVERSITY, DEPT. OF AGRICULTURAL INDUSTRIES,
CARBONDALE, ILL.
PUB DATE - 73 33P.

DESCRIPTORS - *BIBLIOGRAPHIES;
*RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; *ENVIRONMENTAL EDUCATION; OCCUPATIONAL CLUSTERS

ABSTRACT - DESIGNED TO SERVE AS RESOURCE MATERIALS FOR VOCATIONAL TEACHERS WHO ARE TEACHING IN ENVIRONMENTAL AREAS, THIS BIBLIOGRAPHY IS A COLLECTION OF BOOKS, ARTICLES, AND OTHER PUBLICATIONS. IT IS PRESENTED ACCORDING TO THE FOLLOWING OCCUPATIONAL CLUSTERS: (1) APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS, (2) BUSINESS, MARKETING AND MANAGEMENT, (3) HEALTH OCCUPATIONS, (4) INDUSTRIAL OCCUPATIONS, AND (5) PERSONAL AND PUBLIC SERVICE OCCUPATIONS. EACH OF THESE CLUSTERS IS THEN ORGANIZED

ACCORDING TO THE EPA DESIGNATED POLLUTION BRACKETS: GENERAL, AIR, WATER, PUBLIC WATER SUPPLY, LAND POLLUTION AND REFUSE DISPOSAL, NOISE, AND ATOMIC RADIATION.
(AUTHOR/MU)

VT 100 619

STITT, THOMAS R.
AN ENVIRONMENTAL GLOSSARY FOR ENVIRONMENTAL EDUCATORS.

SOUTHERN ILLINOIS UNIV.,
CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.
ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION,
SPRINGFIELD.

MF AVAILABLE IN VT-ERIC SET.
DEPT. OF AGRICULTURAL INDUSTRIES,
SOUTHERN ILLINOIS UNIVERSITY,
CARBONDALE, ILL.
PUB DATE - 73 30P.

DESCRIPTORS - *ENVIRONMENTAL EDUCATION; *VOCATIONAL EDUCATION;
*DEFINITIONS; *GLOSSARIES;
*VOCABULARY

ABSTRACT - THIS LIST OF 307 NUMBERED TERMS HAS BEEN COMPILED TO SERVE AS RESOURCE MATERIALS FOR VOCATIONAL EDUCATION TEACHERS WHO ARE TEACHING IN ENVIRONMENTAL AREAS. INCLUDED IN THE DOCUMENT IS A LIST OF 14 OCCUPATIONAL DEFINITIONS. (MU)

VT 100 620

BUSINESS AND OFFICE OCCUPATIONS.
MOE SIMULATION. STUDENT'S MANUAL.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
STATE BOARD OF EDUCATION, 1670 UNIVERSITY CLUB BLDG., SALT LAKE CITY, UTAH 84111
PUB DATE - ND 155P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *SIMULATION; *MANUALS;
*BUSINESS EDUCATION; *STUDY GUIDES

ABSTRACT - THIS MANUAL PROVIDES THE STUDENT WITH INFORMATION CONCERNING THE ROLES FOR A SIMULATION PROGRAM IN OFFICE OCCUPATIONS EDUCATION

INCLUDING THE RATIONALE FOR SIMULATION, THE BUSINESS FUNCTIONS AND PROCESSES INVOLVED, AND DESCRIPTIONS OF THE POSITIONS TO BE FILLED DURING THE COURSE OF INSTRUCTION. COLOR-CODED TASK SHEETS AND PROCEDURES FOR EACH OF THE SEVEN POSITIONS AND A MASTER CUSTOMER LIST FOR A MORTGAGE LOAN COMPANY PROVIDE THE SIMULATION EXERCISES. THE TEACHER'S MANUAL IS AVAILABLE AS VT 100 621. (MU)

VT 100 621

BUSINESS AND OFFICE OCCUPATIONS. MOE SIMULATION. TEACHER'S MANUAL.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
STATE BOARD OF EDUCATION, 1670 UNIVERSITY CLUB BLDG., SALT LAKE CITY, UTAH 84111
PUB DATE - ND 155P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *SIMULATION; *BUSINESS EDUCATION; *TEACHING GUIDES; *SIMULATED ENVIRONMENT

ABSTRACT - THIS TEACHING GUIDE FOR AN OFFICE SIMULATION CLASS PROVIDES THE INSTRUCTOR WITH OBJECTIVES, PROCEDURES, SCHEDULING, AND SIMULATED EXPERIENCES FOR 7 STUDENT OFFICE POSITIONS. THE 19 UNITS OF STUDY TO BE COMPLETED IN CONNECTION WITH THE SIMULATION INCLUDE THE FOLLOWING: (1) BANKING, (2) CORRESPONDENCE, (3) DICTATION AND TRANSCRIPTIONS, (4) BUSINESS MACHINES, (5) PERSONNEL EVALUATION, (6) FILING, (7) JOB INTERVIEWING, (8) PAYROLL, (9) PETTY CASH, AND (10) TRAVEL PLANNING. METHODS OF CONDUCTING THE SIMULATION AND SEVERAL ROTATION PLANS ARE SUGGESTED AND MATERIALS NEEDED FOR STUDENTS AT EACH POSITION ARE LISTED FOR EACH PHASE OF THE OPERATION. A STUDENT MANUAL IS AVAILABLE AS VT 100 620. (MU)

VT 100 622

BUSINESS AND OFFICE OCCUPATIONS. CURRICULUM GUIDE. TEACHER'S MANUAL.

UTAH STATE BOARD FOR VOCATIONAL 129

EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
STATE BOARD OF EDUCATION, 1670 UNIVERSITY CLUB BLDG., SALT LAKE CITY, UTAH 84111
PUB DATE - JUN73 43P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *BUSINESS SUBJECTS; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *COURSES; BUSINESS SKILLS
IDENTIFIERS - *UTAH

ABSTRACT - THIS STATE CURRICULUM GUIDE OFFERS SUGGESTIONS FOR UTAH VOCATIONAL TEACHERS IN BUSINESS EDUCATION TO HELP THEM TO BOTH MAINTAIN REALISTIC STANDARDS REFLECTING CONTEMPORARY BUSINESS PRACTICES AND MAKE USE OF THE MOST EFFECTIVE TEACHING METHODS. THE GUIDE REPRESENTS AN EFFORT TO PROMOTE ARTICULATION AND COMMUNICATION AMONG THE VARIOUS EDUCATIONAL SETTINGS IN THE STATE. SUGGESTED COURSES OF STUDY FOR THE JUNIOR HIGH SCHOOLS AND THE HIGH SCHOOLS AND A 4-YEAR RECOMMENDED CAREER ORIENTED CURRICULUM IN BUSINESS EDUCATION ARE OUTLINED. GENERAL RECOMMENDATIONS FOR THE FOLLOWING COURSES ARE MADE: (1) BASIC BUSINESS, (2) BOOKKEEPING, (3) BUSINESS COMMUNICATIONS AND BUSINESS LAW, (4) COOPERATIVE OFFICE EDUCATION, (5) DATA PROCESSING, (6) OFFICE MACHINES AND PROCEDURES, (7) PERSONAL FINANCE, (8) SHORTHAND AND TRANSCRIPTION, (9) SIMULATION, AND (10) TYPEWRITING. (MU)

VT 100 627

ADMINISTRATORS GUIDE TO CAREER EDUCATION.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-70-4752(361)
PUB DATE - 30AUG73 51P.

DESCRIPTORS - *CAREER EDUCATION; *ADMINISTRATOR GUIDES; EDUCATIONAL

PROGRAMS; *PROGRAM GUIDES;
ELEMENTARY EDUCATION; SECONDARY
EDUCATION; *PROGRAM DEVELOPMENT

ABSTRACT - TO FAMILIARIZE ADMINISTRATORS WITH THE CONCEPT OF CAREER EDUCATION AND TO PROVIDE SUGGESTIONS FOR THE PLANNING AND DEVELOPMENT OF CAREER EDUCATION PROGRAMS IN THE LOCAL SCHOOLS, THIS GUIDE OUTLINES A PRACTICAL STRATEGY FOR GETTING CAREER EDUCATION ADOPTED AND IMPLEMENTED AT THE LOCAL LEVEL. DEFINITIONS, GENERAL GOALS, AND CHARACTERISTICS OF CAREER EDUCATION ARE STATED AND THE ELEMENTS AND EXPECTED OUTCOMES OF A PROGRAM ARE DESCRIBED. STRATEGIES FOR INSERVICE TRAINING OF TEACHERS AND A GRADE-BY-GRADE LEVEL GUIDE TO THE PROGRAM OBJECTIVES ARE PROVIDED. A PLAN FOR IMPLEMENTATION CONTAINS NATIONAL, STATE, AND LOCAL RESPONSIBILITIES AND NINE ACTION STEPS IN THE IMPLEMENTATION PROCESS. AN APPENDIX CONTAINS SAMPLE QUESTIONNAIRES, REFERENCES, AND A LIST OF SUPPLIERS OF CAREER EDUCATION MATERIALS. (MU)

VT 100 629
KEEP CAREERS IN MIND. MIDDLE SCHOOL
CAREER EDUCATION.

DEPENDENTS SCHOOLS (DOD),
WASHINGTON, D.C. PACIFIC AREA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP73 295P.

DESCRIPTORS - *CAREER EDUCATION;
*OCCUPATIONAL INFORMATION;
*INTEGRATED CURRICULUM;
*OCCUPATIONAL CLUSTERS; MANUALS
IDENTIFIERS - *PACIFIC AREA
DEPARTMENT OF DEFENSE SCHOOLS

ABSTRACT - THIS HANDBOOK, DESIGNED TO BE USED AS A FLEXIBLE TOOL WITH SUGGESTED ACTIVITIES FOR ALL AREAS OF STUDY, IS INTENDED TO PROVIDE TEACHERS, ADMINISTRATORS, AND SPECIALISTS IN THE PACIFIC AREA DEPARTMENT OF DEFENSE SCHOOLS WITH A PRACTICAL PROGRAM CONCERNING CAREER EDUCATION. OBJECTIVES OF CAREER EDUCATION ARE STATED AND ILLUSTRATED IN THE OCCUPATIONAL CLUSTER WHEEL. BOTH INTEGRATIVE AND

DISCRETE COURSES ARE INTENDED IN THE 15 OCCUPATIONAL CLUSTERS AS THEY ARE USED IN 12 DISCIPLINES. IMPLEMENTATION ROLES AND RESPONSIBILITIES ARE OUTLINED, TERMS DEFINED, AND SPECIFIC DISCIPLINE ACTIVITIES, INCLUDING THE USE OF FIELD TRIPS AND EDUCATIONAL GAMES, ARE DESCRIBED. (AUTHOR/MU)

VT 100 639
CAREER EDUCATION CATALOG.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM,
COUNCIL BLUFFS, IOWA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 32P.

DESCRIPTORS - *CAREER EDUCATION;
*INSTRUCTIONAL MATERIALS;
*CATALOGS; BOOKS; FILMS; ELEMENTARY
GRADES; SECONDARY GRADES
IDENTIFIERS - *POTTAWATTAMIE COUNTY
SCHOOL SYSTEM; IOWA

ABSTRACT - THIS DOCUMENT CATALOGS MATERIALS PURCHASED BY THE POTTWATTMIE COUNTY SCHOOL SYSTEM'S CAREER EDUCATION PROJECT FOR USE IN GRADES K THROUGH 12. MATERIALS ARE CLASSIFIED AS RELATING TO OCCUPATIONAL AWARENESS OR TO SELF AWARENESS AND FURTHER SUBGROUPED AS SMALL MEDIA, 16MM FILMS, AND BOOKS. OVER 400 ENTRIES AND A LISTING OF 36 PROFESSIONAL BOOKS ON CAREER EDUCATION ARE INCLUDED. (MU)

VT 100 678
GERSHON, THEODORE J.
A HANDBOOK FOR EMPLOYMENT
ORIENTATION TEACHERS OF SPECIAL
NEEDS STUDENTS.

RUTGERS, THE STATE UNIV., NEW
BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF
EDUCATION, TRENTON. DIV. OF
VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT73 34P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *SPECIAL EDUCATION;
*VOCATIONAL DEVELOPMENT; *PROGRAM
DEVELOPMENT; MANUALS; *PROGRAM
PLANNING

IDENTIFIERS - *NEW JERSEY

ABSTRACT - THE PROGRAM OF EMPLOYMENT ORIENTATION IN NEW JERSEY FOR STUDENTS WHO REQUIRE SPECIAL EDUCATION IS DESCRIBED. OBJECTIVES OF THE PROGRAM, A CLASSIFICATION OF THE VARIOUS SPECIAL EDUCATION STUDENTS, AND OPERATIONAL DEFINITIONS FOR THE STATE INTRODUCE THE MATERIAL. THE NATURE AND SPECIAL NEEDS OF HANDICAPPED STUDENTS ARE DISCUSSED AND PROBLEMS ASSOCIATED WITH TEACHING THE HANDICAPPED ARE CONSIDERED. CAREER DEVELOPMENT IN THE STATE BEGINS WITH THE TECHNOLOGY FOR CHILDREN PROGRAM LEADING TO THE INTRODUCTION TO VOCATIONS PROGRAM. A THIRD PHASE IS THE EMPLOYMENT ORIENTATION PROGRAM OF THIS HANDBOOK WHICH STRIVES FOR BASIC SKILLS APPLICABLE TO MANY AREAS OF EMPLOYMENT RATHER THAN SPECIAL JOB SKILLS. IN THIS EFFORT BOTH A SIMULATED WORK PROGRAM AND ONE OF BASIC SKILLS TRAINING ARE USED. ON THE SECONDARY LEVEL, VOCATIONAL PROGRAMS FOR SPECIAL NEEDS PUPILS INCLUDE SEPARATE CURRICULUMS, INTEGRATED CURRICULUMS, AND A COMBINATION OF EACH. (MU)

VT 100 686

PIESLAK, RAYMOND F.
ABOUT BUSINESS.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4102, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903
PUB DATE - JUN74 130P.

DESCRIPTORS - *STUDY GUIDES;
INSTRUCTIONAL MATERIALS; MANUALS;
*BUSINESS; *BUSINESS
ADMINISTRATION; *AGRIBUSINESS;
VOCATIONAL EDUCATION; BUSINESS
EDUCATION; SECONDARY GRADES; POST
SECONDARY EDUCATION; *BUSINESS
RESPONSIBILITY

ABSTRACT - THIS MANUAL WAS PREPARED FOR STUDENTS ENROLLED IN THE NEW JERSEY BUSINESS-TRAINING CURRICULUM AND IS INTENDED TO BE SIMPLISTIC IN FORMAT, BUT COMPREHENSIVE IN ITS ATTEMPT TO ORIENT STUDENTS TO THE FIELD OF BUSINESS AS A SYSTEM. THUS, THE GUIDE SEEKS TO PROVIDE LEARNERS WITH SOME KNOWLEDGE OF THE NATURE OF BUSINESS TRANSACTIONS, HOW BUSINESS SERVES THE CONSUMER, HOW BUSINESS IS ORGANIZED AND MANAGED, AND THE KINDS OF WORKERS NEEDED IN THE FIELD. THE NINE TOPICAL UNITS TO BE STUDIED INCLUDE: (1) INTRODUCTION TO BUSINESS, (2) THE BUSINESS WORLD AROUND YOU, (3) KINDS OF BUSINESSES, (4) SHOPPING IN YOUR COMMUNITY, (5) WHAT BUSINESSMEN DO, (6) THE VALUE OF BUSINESS TO THE COMMUNITY, (7) OCCUPATIONS, (8) WHO OWNS BUSINESS, AND (9) IMPORTANT FACTS ABOUT MONEY. (SN)

VT 100 699

OFFICE AND BUSINESS OCCUPATIONS
CLUSTER GUIDE. VOCATIONAL
EDUCATION/SPECIAL EDUCATION
PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.; MICHIGAN STATE
DEPT. OF EDUCATION, LANSING.
VOCATIONAL EDUCATION AND CAREER
DEVELOPMENT SERVICE.
DOCUMENT NOT AVAILABLE IN VT-ERIC
SET.
PUB DATE - 73 118P.

DESCRIPTORS - *TEACHING GUIDES;
*VOCATIONAL EDUCATION; *EXCEPTIONAL
STUDENTS; *INSTRUCTIONAL UNITS;
*OFFICE OCCUPATIONS EDUCATION;
DISADVANTAGED GROUPS; TASK
ANALYSIS; DATA SHEETS; STUDENT
RECORDS; OFFICE OCCUPATIONS

ABSTRACT - THIS TEACHING GUIDE IS ONE OF A SERIES FOCUSING UPON THE PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS. A TASK ANALYSIS DEFINES COMMON CLUSTERS OF TASKS IN THE FIELD OF OFFICE AND BUSINESS OCCUPATIONS WHICH INCLUDES THE

FOLLOWING SUBCLUSTERS: GENERAL OFFICE CLERKS AND OFFICE MACHINE OPERATORS. EACH SUBCLUSTER PRESENTS A NUMBER OF TASKS, AND AN INSTRUCTIONAL UNIT SUPPLIES THE TEACHER WITH A MULTI-PART TEACHING GUIDE FOR EACH TASK. A TASK SHEET FOR EACH STUDENT CARRIES A PROGRESS REPORT AND CONTAINS SKILLS TO BE GAINED, INSTRUCTIONAL AND REFERENCE MATERIALS, LANGUAGE KNOWLEDGE REQUIRED FOR THE TASK, AND SUGGESTIONS FOR DISCUSSION WITH THE STUDENT CONCERNED. A BIBLIOGRAPHY IS KEYED TO THE TEACHING GUIDE AND AN APPENDIX CONTAINS CODES FOR INTERPRETING THE VARIOUS NUMBERS FOUND IN THE TASK SHEETS. (MU)

VT 100 801

ALLEN, THOMAS R., JR., AND OTHERS
WEST VIRGINIA GUIDEBOOK. JOB
PLACEMENT SERVICES.

WEST VIRGINIA STATE DEPT. OF
EDUCATION, HUNTINGTON. DIV. OF
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74 89P.

DESCRIPTORS - *GUIDES; *PROGRAM
DEVELOPMENT; *JOB PLACEMENT;
*STUDENT PLACEMENT; *VOCATIONAL
EDUCATION; EMPLOYMENT SERVICES;
VOCATIONAL COUNSELING; OCCUPATIONAL
GUIDANCE; ARTICULATION (PROGRAM)
IDENTIFIERS - *WEST VIRGINIA

ABSTRACT - DIVIDED INTO FOUR
SECTIONS AND DIRECTED TO VOCATIONAL
PERSONNEL AND COUNSELORS IN
VOCATIONAL-TECHNICAL SCHOOLS, THIS
MANUAL IS INTENDED TO SERVE AS A
GUIDE FOR DESIGNING AND
IMPLEMENTING JOB PLACEMENT PROGRAMS
FOR GRADUATES OF VOCATIONAL
PROGRAMS. INCLUDED IN ADDITION TO
THE INTRODUCTION, ARE SECTIONS ON:
(1) HOW TO ORGANIZE A PLACEMENT
SERVICE, (2) MAJOR FUNCTIONS OF THE
JOB PLACEMENT COORDINATOR, AND (3)
INFORMATION ON APPLICANT TESTING.
AS SUPPLEMENTS TO THE GUIDE, LABOR
LAWS, SAMPLE INTEREST INVENTORIES,
DATA SHEETS FOR INCLUSION IN
PLACEMENT RECORDS, WORK SHEETS,
APTITUDE AND ACHIEVEMENT TESTS,
INTERVIEW GUIDELINES, CHECK SHEETS

OF FACTORS TO BE INCLUDED IN JOB
PLACEMENT CENTERS, AND A LIST OF
EXISTING PROGRAMS WHICH ARE
DESIGNED TO ASSIST THE
DISADVANTAGED OR HARD TO EMPLOY ARE
GIVEN. (SN)

VT 100 803

BOOKKEEPING CLASSES SPECIAL
JOURNALS TRANSPARENCIES PACKET:
INTRODUCTION. RECORDING GOODS
BOUGHT ON ACCOUNT - PURCHASES
JOURNAL. CASH PAYMENTS JOURNAL.
RECORDING GOODS SOLD ON ACCOUNT -
SALES JOURNAL. CASH RECEIPTS
JOURNAL. GENERAL JOURNAL.

CLEMSON UNIV., S.C. VOCATIONAL
EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF
EDUCATION, COLUMBIA. OFFICE OF
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 122P.

DESCRIPTORS - *TRANSPARENCIES;
*OFFICE OCCUPATIONS EDUCATION;
*BOOKKEEPING; *CLASSROOM MATERIALS

ABSTRACT - SIX SETS OF
TRANSPARENCIES ARE COMBINED IN THIS
PACKET OF TEACHING MATERIALS FOR
BOOKKEEPING CLASSES. MATERIALS IN
THE PACKET INCLUDE THE FOLLOWING:
(1) INTRODUCTION (7
TRANSPARENCIES), (2) PURCHASES
JOURNAL (36 TRANSPARENCIES), (3)
CASH PAYMENTS JOURNAL (14
TRANSPARENCIES), (4) SALES JOURNAL
(32 TRANSPARENCIES), (5) CASH
RECEIPTS JOURNAL (19
TRANSPARENCIES), AND (6) GENERAL
JOURNAL (13 TRANSPARENCIES). (MU)

VT 100 804

CAREER OPPORTUNITIES
TRANSPARENCIES.

CLEMSON UNIV., S.C. VOCATIONAL
EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF
EDUCATION, COLUMBIA. OFFICE OF
VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 35P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *CAREERS; *JOB

APPLICATION; *EMPLOYMENT
INTERVIEWS; *TRANSPARENCIES;
VOCATIONAL INTERESTS

ABSTRACT - INFORMATION ON PLANNING A CAREER IS GIVEN IN THESE 35 TRANSPARENCIES WHICH INCLUDE VOCATIONAL INTEREST INVENTORIES CONCERNING CLERICAL, MUSIC, SCIENTIFIC RESEARCH, ART, AND SOCIAL SERVICE OCCUPATIONS. PERSONAL ATTRIBUTES THAT WILL AID THE JOB SEEKER, A NUMBER OF CAREERS IN HOME ECONOMICS AND SEVERAL SOURCES OF JOB INFORMATION FOR THE STUDENT ARE GIVEN. THE STEPS ILLUSTRATED IN JOB APPLICATION INCLUDE THE APPLICATION FORM AND INTERVIEW, APPROPRIATE DRESS, PROCEDURES, AND TIPS ON BEHAVIOR. GENERAL INFORMATION ABOUT PERFORMANCE ON THE JOB IS INCLUDED. (MU)

VT 100 805
HOLLIDAY, MARGARET P.
NEGOTIABLE INSTRUMENTS.
(TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL
EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF
EDUCATION, COLUMBIA. OFFICE OF
VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 28P.

DESCRIPTORS - *TRANSPARENCIES;
*BUSINESS EDUCATION; *BANKING;
*BANKING VOCABULARY; ACCOUNTING;
FINANCIAL SERVICES
IDENTIFIERS - *NEGOTIABLE
INSTRUMENTS

ABSTRACT - THESE 28 TRANSPARENCIES REPRESENT EXAMPLES OF CHECKS, DRAFTS, AND PROMISSORY NOTES FOR USE IN BUSINESS EDUCATION COURSES. SEPARATE TRANSPARENCIES IDENTIFY EACH PART OF THE THREE TYPES OF INSTRUMENTS BY CONTENT, SIGNATURE, ORDER TO PAY, WORDS OF NEGOTIABILITY, CERTAIN SUM, TIME OF PAYMENT ON DEMAND, AND SUMMARY OF CONTENTS. (MU)

VT 100 806
REENSTJERNA, SWANNEE R.

TRANSCRIBING TRAINING TECHNIQUES.
(TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL
EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF
EDUCATION, COLUMBIA. OFFICE OF
VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 6P.

DESCRIPTORS - *BUSINESS EDUCATION;
*TRANSPARENCIES; *STENOGRAPHY;
*OFFICE MACHINES; OFFICE PRACTICE;
*OFFICE OCCUPATIONS EDUCATION

ABSTRACT - SIX TRANSPARENCIES FOR USE IN A BUSINESS EDUCATION CLASS MAKE UP THIS PACKAGE OF TEACHING MATERIALS. THEY IDENTIFY THE FOLLOWING PIECES OF EQUIPMENT: (1) CASSETTE TYPE UNIT--RECORDER, (2) REEL TYPE UNIT--RECORDER, (3) DISK TYPE UNIT--TRANSCRIBER, (4) MINIATURE AND REGULAR CASSETTE TYPE UNIT, (5) BELT TYPE UNIT--RECORDER, TRANSCRIBER, AND (6) DISPOSABLE BELT TYPE UNIT--TRANSCRIBER. (MU)

VT 100 815
A COMPREHENSIVE VOCATIONAL
EDUCATION PROGRAM FOR CAREER
DEVELOPMENT IN GRADES K-14. INTERIM
REPORT.

ORANGE COUNTY CAREER DEVELOPMENT
PROGRAM, ORLANDO, FLA.
BUREAU OF ADULT, VOCATIONAL, AND
TECHNICAL EDUCATION (DHEW/OE),
WASHINGTON, D.C.; FLORIDA STATE
DEPT. OF EDUCATION, TALLAHASSEE.
DIV. OF VOCATIONAL, TECHNICAL AND
ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-0630
PUB DATE - 15SEP73 120P.

DESCRIPTORS - *CAREER EDUCATION;
*VOCATIONAL DEVELOPMENT;
*INSTRUCTIONAL MATERIALS;
*INTEGRATED CURRICULUM;
*OCCUPATIONS; ELEMENTARY GRADES;
SECONDARY GRADES; POST SECONDARY
EDUCATION
IDENTIFIERS - *ORANGE COUNTY CAREER
DEVELOPMENT PROGRAM

ABSTRACT - THE INTERIM REPORT OF

THE ORANGE COUNTY CAREER DEVELOPMENT PROGRAM ACCOMPANYING THESE INSTRUCTIONAL MATERIALS COVERS THE PERIOD OF SEPTEMBER 14, 1972-SEPTEMBER 15, 1973. IT DESCRIBES THE GOALS AND OBJECTIVES, PROCEDURES, RESULTS AND ACCOMPLISHMENTS, EVALUATIONS, AND CONCLUSIONS OF A PROJECT WHICH HAS PRODUCED THE TEACHING MATERIALS ENCLOSED. THEY INCLUDE, FOR EACH GRADE LEVEL, A SEPARATE UNIT THAT CAN BE USED AS THE VEHICLE FOR INTEGRATING CAREER EDUCATION INTO THE EXISTING CURRICULUM THROUGH A STUDY OF AN OCCUPATION OR A CLUSTER OF OCCUPATIONS. LANGUAGE ARTS, MATHEMATICS, SOCIAL STUDIES, AND SCIENCE ARE SOME OF THE SUBJECT AREAS THROUGH WHICH INTEGRATION OF CAREER CONCEPTS INTO THE CURRICULUM IS TO TAKE PLACE. (MU)

VT 100 816
MEYER, LEO A.
OCCUPATIONAL PROGRAMS IN CALIFORNIA PUBLIC COMMUNITY COLLEGES. 1973-1974.

CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN73 163P.

DESCRIPTORS - *COMMUNITY COLLEGES;
*EDUCATIONAL PROGRAMS; *VOCATIONAL EDUCATION; *DIRECTORIES;
*EDUCATIONAL OPPORTUNITIES
IDENTIFIERS - *CALIFORNIA

ABSTRACT - REVISED TO PROVIDE A MORE CONVENIENT ACCESS TO THE KINDS OF INFORMATION DESIRED BY STUDENTS AND COUNSELORS, THIS DIRECTORY OF 99 PUBLIC COMMUNITY COLLEGES IN CALIFORNIA CONTAINS COURSE OFFERINGS OF OVER 3,400 OCCUPATIONAL PROGRAMS. SECTION I CONTAINS GENERAL INFORMATION ABOUT CALIFORNIA COMMUNITY COLLEGES: COST, ADMISSION PROCEDURES, AND SPECIAL SERVICES AVAILABLE. SECTION II CONTAINS CHARTS LISTING THE PROGRAMS OFFERED BY EACH COLLEGE IN THE FOLLOWING AREAS: (1) AGRICULTURE, (2) BUSINESS AND OFFICE, (3) COMMUNICATIONS, (4)

CRIMINAL JUSTICE, (5) ELECTRICAL--ELECTRONICS, (6) ENGINEERING TECHNOLOGY, (7) ENVIRONMENTAL AND NATURAL RESOURCES, (8) HEALTH SERVICES, (9) HOME ECONOMICS AND FOOD SERVICES, (10) MID-MANAGEMENT AND SUPERVISION, (11) SCIENCE AND LABORATORY OCCUPATIONS, (12) SERVICE OCCUPATIONS, AND (13) TRADES AND INDUSTRIES. SECTION III CONTAINS A DATA SHEET ON EACH COLLEGE LISTING ALL THE OCCUPATIONAL PROGRAMS THAT THE COLLEGE OFFERS. AN INDEX IS PROVIDED IN SECTION IV. (MU)

VT 100 818
SMITH, PHYLLIS
PILOT PROJECT FOR OFFICE SIMULATION.

PARKVIEW HIGH SCHOOL, LITTLE ROCK, ARK.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND

DESCRIPTORS - *TEACHING GUIDES;
*SIMULATION; *BUSINESS EDUCATION;
*OFFICE OCCUPATIONS EDUCATION;
*OFFICE PRACTICE; OFFICE OCCUPATIONS
IDENTIFIERS - *LITTLE ROCK PARKVIEW HIGH SCHOOL

ABSTRACT - THIS GUIDE, DESIGNED FOR A LITTLE ROCK HIGH SCHOOL BUSINESS EDUCATION CLASS, AND USED THERE BY THE AUTHOR, PROVIDES ALL OF THE MATERIALS NEEDED FOR TEACHING A SIMULATED OFFICE PRACTICE CLASS. THE FIVE PARTS OF THE DOCUMENT CONTAIN THE FOLLOWING MATERIALS FOR CONDUCTING THE SIMULATION: (1) GENERAL PROCEDURE OF THE COMPANY, (2) POSITIONS AND DESCRIPTIONS OF EACH JOB, (3) CUSTOMERS AND CREDITORS OF THE COMPANY, (4) EXAMPLES OF FORMS USED IN THE COMPANY, AND (5) EVALUATIONS USED IN THE COMPANY. LISTS OF SUPPLIES, EQUIPMENT, AND SAMPLES OF ALL FORMS USED IN THE CLASS ARE INCLUDED. A STEP-BY-STEP EXPLANATION OF PREPARING FOR AND TEACHING THE SCHEDULE OF CLASSES IS PROVIDED FOR

THE TEACHER WHO IS NEW TO
SIMULATION TEACHING. (MU)

VT 100 822
CURRICULUM AND INSTRUCTIONAL
MATERIALS DEVELOPMENT. PROFILE. TEN
STATE CONSORTIUM.

OKLAHOMA STATE DEPT. OF VOCATIONAL
AND TECHNICAL EDUCATION,
STILLWATER. CURRICULUM AND
INSTRUCTIONAL MATERIALS CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *EDUCATIONAL NEEDS;
*CURRICULUM RESEARCH; *CURRICULUM
PLANNING; *CURRICULUM DEVELOPMENT
IDENTIFIERS - *TEN STATE CONSORTIUM

ABSTRACT - THE DOCUMENT LISTS THE
CURRICULUMS THAT ARE UNDER
DEVELOPMENT, PLANNED FOR
DEVELOPMENT, OR IDENTIFIED AS A
NEED FOR THE STATES OF NORTH
DAKOTA, SOUTH DAKOTA, NEBRASKA,
KANSAS, MISSOURI, ARKANSAS,
OKLAHOMA, TEXAS, COLORADO, AND NEW
MEXICO. ARRANGED BY VOCATIONAL
FIELD, EACH ENTRY PROVIDES THE
FOLLOWING INFORMATION: (1) A TITLE
AND DESCRIPTION OF THE COURSE, (2)
THE NAME AND ADDRESS OF A PERSON TO
REACH CONCERNING IT, (3) THE STATE
OF ORIGIN OF THE PROJECT, AND (4)
THE EXPECTED DATE OF COMPLETION.
VOCATIONAL FIELDS INCLUDED ARE
AGRICULTURE, DISTRIBUTIVE
EDUCATION, HOME ECONOMICS, HEALTH
EDUCATION, BUSINESS EDUCATION,
TRADE AND INDUSTRY, AND CAREER
EDUCATION. (MU)

VT 100 852
COOK, CLIDIE; LOUIS, VIRGIE
TEACHER'S HANDBOOK AND STUDENT'S
ACTIVITY GUIDE FOR GENERAL BUSINESS
UNIT, "LIVING AND WORKING IN OUR
ECONOMY". SUGGESTED TEACHING
MATERIALS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT.
OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
DEG-0-71-4661(361)

PUB DATE - 72 100P.

DESCRIPTORS - *CAREER EDUCATION;
*INTEGRATED CURRICULUM; *VOCATIONAL
EDUCATION; *DISADVANTAGED YOUTH;
LEARNING ACTIVITIES; SELF CONCEPT;
EMPLOYMENT OPPORTUNITIES; *BUSINESS
EDUCATION; WORK ATTITUDES;
SECONDARY GRADES
IDENTIFIERS - *OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE FOR
INTEGRATING CAREER EDUCATION
CONCEPTS INTO THE SECONDARY GRADES
IS PART OF AN EXPANDED VOCATIONAL
EDUCATION PROGRAM FOR DISADVANTAGED
YOUTH IN THE OMAHA PUBLIC SCHOOLS.
THE SUBJECT MATTER OF THE DOCUMENT
DEALS WITH THE GENERAL BUSINESS
COURSE WHILE STUDYING THE UNIT ON
"LIVING AND WORKING IN OUR
ECONOMY." CONCEPTS OF CAREER
AWARENESS, WORK ATTITUDES, SELF
AWARENESS, JOB OPPORTUNITIES,
OCCUPATIONAL INFORMATION, AND JOB
INTERVIEWS ARE PRESENTED IN
LEARNING ACTIVITIES, VISUAL AIDS,
READINGS, AND DISCUSSIONS. (MU)

VT 100 857
MORGAN, CURTIS L., JR., AND OTHERS
PREPARING FOR THE WORLD OF WORK. K-
6.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT.
OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
DEG-0-71-4661(361)
PUB DATE - AUG72 81P.

DESCRIPTORS - *CAREER EDUCATION;
*INTEGRATED CURRICULUM; *VOCATIONAL
EDUCATION; *DISADVANTAGED YOUTH;
LEARNING ACTIVITIES; SELF CONCEPT;
EMPLOYMENT OPPORTUNITIES; *TEACHING
GUIDES; ELEMENTARY GRADES
IDENTIFIERS - *OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE FOR
INTEGRATING CAREER EDUCATION
CONCEPTS INTO GRADES K THROUGH 6 IS
PART OF AN EXPANDED VOCATIONAL
EDUCATION PROGRAM FOR DISADVANTAGED
YOUTH IN THE OMAHA PUBLIC SCHOOLS.
THE SUBJECT MATTER OF THE DOCUMENT
DEALS WITH THE WORLD OF WORK.

CONCEPTS OF THE WORLD OF WORK, BUSINESS AND OFFICE OCCUPATIONS, HEALTH OCCUPATIONS, TRANSPORTATION, AND CONSTRUCTION ARE PRESENTED IN A TEACHING GUIDE OF BULLETIN BOARD IDEAS, LEARNING ACTIVITIES, CLASSROOM GAMES, READINGS, DISCUSSIONS, AND FIELD TRIPS. (MU)

VT 100 878

HILL, RICHARD K., ED.; SCHMIDT, B. JUNE, ED.

BEHAVIORAL OBJECTIVES FOR SELECTED UNITS IN BUSINESS EDUCATION.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

HARRY L. SMITH, PUBLIC INFORMATION AND PUBLICATIONS, STATE DEPT. OF EDUCATION, RICHMOND, VA. 23216

(\$2.00)

PUB DATE - ND 140P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; *BUSINESS EDUCATION; *STENOGRAPHY; *BUSINESS SUBJECTS; *UNITS OF STUDY (SUBJECT FIELDS); UNIT PLAN; PROJECTS; VOCATIONAL EDUCATION

ABSTRACT - ONE OF A SERIES OF PUBLICATIONS, THIS BOOKLET CONTAINING BEHAVIORAL OBJECTIVES FOR SOME 48 INSTRUCTIONAL UNITS IN BUSINESS EDUCATION IS THE DIRECT RESULT OF A VOCATIONAL EDUCATION EVALUATION PROJECT CONDUCTED DURING THE SUMMERS OF 1971-73. WRITTEN PRIMARILY FOR TEACHERS OF SHORTHAND, THE UNITS ENTERED INCLUDE AN OUTLINE OF THE CONTENT, A GOAL STATEMENT, AND GENERAL AND SPECIFIC OBJECTIVES. TO FACILITATE EASE IN USING THE CATALOG, INSTRUCTIONS ARE PROVIDED AS WELL AS INFORMATION ON THE CONTENTS OF THE BOOKLET, AND HOW AND WHY THE UNITS WERE DEVELOPED. (SN)

VT 100 896

CAREERS IN OFFICE OCCUPATIONS. (TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER. SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 11P.

DESCRIPTORS - *CAREERS; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *OCCUPATIONAL INFORMATION; *TRANSPARENCIES; OCCUPATIONAL GUIDANCE

ABSTRACT - ELEVEN TRANSPARENCIES ARE PROVIDED TO BE USED IN EXPLORING A VARIETY OF CAREERS IN OFFICE OCCUPATIONS. THEY ARE CLASSIFIED AS ACCOUNTING, CLERICAL, STENOGRAPHIC, KEYPUNCH, AND DATA PROCESSING. A SCRIPT TO ACCOMPANY THE TRANSPARENCIES IS INCLUDED. (MU)

VT 100 899

PTESLAK, RAYMOND F.

MAGNETIC TAPE SELECTRIC TYPEWRITER.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

NEW JERSEY VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, BLDG. 4103-KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903 (\$2.50)

PUB DATE - JUL74 136P.

DESCRIPTORS - *OFFICE MACHINES; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *TYPEWRITING; BUSINESS EDUCATION; BUSINESS SKILLS; TYPISTS IDENTIFIERS - *IBM MAGNETIC TAPE SELECTRIC TYPEWRITER

ABSTRACT - DESIGNED TO BE USED AS A STUDENT TEXT, THIS MANUAL PROVIDES THE BASIC KNOWLEDGE AND PRACTICAL APPLICATIONS NEEDED FOR EFFICIENT OPERATION OF THE IBM MAGNETIC TAPE SELECTRIC TYPEWRITER. THE 58 LESSONS HAVE BEEN WRITTEN FOR EASY READING AND COMPREHENSION WITH EACH ITEM OF INFORMATION EVENTUALLY

LEADING TO A COMPLETE KNOWLEDGE OF THE MACHINE OPERATION. SOME PRACTICE EXERCISES HAVE BEEN INCLUDED BUT IN ADDITION TO THESE, THE IBM MAGNETIC TAPE SELECTRIC TRAINING GUIDE SHOULD BE USED TO PROVIDE A BROADER KNOWLEDGE. THE 58 LESSONS CONTAIN INFORMATION CONCERNING THE KEYBOARD, SELECTOR DIAL, PLAYBACK AND MODE DIAL, BACKSPACE, SKIP BUTTON, RECORDING DASHES, CORRECTING TAPES, EXPANDING A LINE WITH MORE THAN ONE CHARACTER, RECORDING ADDITIONS ON SECOND TAPE, AUTOMATIC SEARCH CODE, AND AUTOMATIC LETTER WRITING AND ADDRESSING ENVELOPES. (AUTHOR/MU)

VT 101 003

TROUTMAN, CAROL M.
INTRODUCTION TO OFFICE OCCUPATIONS.

CAMDEN COUNTY VOCATIONAL AND TECHNICAL SCHOOLS, SICKLERVILLE, N.J.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL-TECHNICAL CURRICULUM LAB., BLDG. 4103-KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903 (\$1.00)
PUB DATE - AUG74 31P.

DESCRIPTORS - *WORKBOOKS; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *SPECIAL EDUCATION; INDIVIDUALIZED INSTRUCTION; ENTRY WORKERS

ABSTRACT - THIS WORKBOOK FOR STUDENTS IN SPECIAL EDUCATION CLASSES PROVIDES A STEP-BY-STEP INTRODUCTION TO THE TYPES OF OFFICE JOBS REQUIRING MINIMUM TRAINING. NINE CLERICAL FUNCTIONS ARE PRESENTED IN SIMPLE LANGUAGE AND WORKBOOK ACTIVITIES ARE PROVIDED FOR INDIVIDUAL INSTRUCTION. NUMEROUS LINE DRAWINGS ILLUSTRATE THE MATERIAL AND TWO SHORT QUIZZES ARE INCLUDED. (MU)

VT 101 043

MOORE, NORMAN R., ED.
LEARNING MATERIALS. FREE AND INEXPENSIVE. 17TH BIENNIAL EDITION.

GEORGE PEABODY COLL. FOR TEACHERS, NASHVILLE, TENN. DIV. OF SURVEYS AND FIELD SERVICES.

MF AVAILABLE IN VT-ERIC SET.
DIV. OF SURVEYS AND FIELD SERVICES, GEORGE PEABODY COLLEGE FOR TEACHERS, NASHVILLE, TENN. 37203 (\$3.50).

PUB DATE - 74 251P.

DESCRIPTORS - *INSTRUCTIONAL AIDS; *INSTRUCTIONAL MATERIALS; *EDUCATIONAL RESOURCES; *RESOURCE GUIDES
IDENTIFIERS - *LOW COST
INSTRUCTIONAL MATERIALS

ABSTRACT - THIS DOCUMENT IS THE LATEST EDITION OF A GUIDE TO EDUCATIONAL MATERIALS OBTAINABLE FROM PUBLIC AND PRIVATE SOURCES AT LITTLE OR NO COST. AN ANNOTATION FOR EACH OF MORE THAN 2,800 ITEMS INCLUDED A DESCRIPTION OF THE ITEM, ITS SIZE, PRICE, AND ORDERING INFORMATION. ENTRIES ARE ARRANGED ALPHABETICALLY BY SUBJECT HEADINGS, CROSS-REFERENCED, AND INDEXED. AMONG THE AIDS LISTED ARE PAMPHLETS, CHARTS, MAPS, OUTLINES, UNITS, ACTIVITIES, PROJECTS AND FILMS. (KH)

VT 101 206

OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE II - 7TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DEPT. OF CURRICULUM AND INSTRUCTION.

MF AVAILABLE IN VT-ERIC SET.
DIV. OF CURRICULUM, PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 BELLEFIELD AVENUE, PITTSBURGH, PA 15213 (\$4.00)
PUB DATE - SEP73 338P.

DESCRIPTORS - *VOCATIONAL DEVELOPMENT; *GRADE 7; *CAREER EDUCATION; *INTEGRATED CURRICULUM; *CURRICULUM GUIDES
IDENTIFIERS - PITTSBURGH PUBLIC SCHOOLS

ABSTRACT - DESIGNED FOR THE

CHANGING CURRICULUM IN THE PITTSBURGH PUBLIC SCHOOLS, THIS GUIDE FOR GRADE 7 INTEGRATES MATERIAL ON CAREER ORIENTATION INTO THE CURRICULUMS IN HOME ECONOMICS, BUSINESS EDUCATION, AND INDUSTRIAL ARTS. INSTRUCTIONS TO THE TEACHER STRESS THE GOALS OF DEVELOPING DECISION-MAKING ABILITY AND MARKETABLE OR VOCATIONAL SKILLS IN THE STUDENTS. LABORATORY SAFETY GUIDELINES ARE GIVEN FOR EACH OF THE THREE CURRICULUMS. IN THE TEACHING GUIDE, A 3-COLUMN FORMAT PROVIDES CONCEPTS, STUDENT LEARNING ACTIVITIES, AND REFERENCES FOR UNITS IN TEXTILES, FOODS, HEALTH CARE, COMMUNICATIONS, MERCHANDISING, DATA PROCESSING, MANUFACTURING, AND TRANSPORTATION. VARIOUS WORK SHEETS, ORGANIZATION CHARTS, AND FORMS USED IN BUSINESS ENTERPRISES ARE INCLUDED FOR SIMULATION USE. (MU)

VT 101 207
OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE I - 6TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

PITTSBURGH PUBLIC SCHOOLS, PA.
MF AVAILABLE IN VT-ERIC SET.
DIV. OF CURRICULUM, PITTSBURGH
BOARD OF PUBLIC EDUCATION, 341
BELLEFIELD AVENUE, PITTSBURGH, PA
15213 (\$4.00)
PUB DATE - SEP73 92P.

DESCRIPTORS - *CURRICULUM GUIDES;
*INTEGRATED CURRICULUM; *VOCATIONAL
DEVELOPMENT; *CAREER PLANNING;
CAREER EDUCATION; TEACHING GUIDES;
*GRADE 6
IDENTIFIERS - PITTSBURGH PUBLIC
SCHOOLS

ABSTRACT - DESIGNED FOR THE CHANGING CURRICULUM IN THE PITTSBURGH PUBLIC SCHOOLS, THIS COURSE OF STUDY FOR GRADE 6 INTEGRATES MATERIAL ON CAREER ORIENTATION INTO THE REGULAR CURRICULUM. THE FOUR GENERAL CONCEPTS BASIC TO THE WORLD OF WORK WHICH ARE TREATED IN THE GUIDE ARE HUMAN RELATIONS, PRODUCTION, COMMUNICATIONS, AND CONSUMERSHIP. A

3-COLUMN TEACHING GUIDE CONTAINS CONCEPTS TO BE TAUGHT, LEARNING ACTIVITIES SUITABLE AT EACH STEP, AND SUBJECT AREAS WITH WHICH THE CONCEPT CAN BE INTEGRATED. SPECIAL INSTRUCTIONS TO PITTSBURGH TEACHERS PROVIDE HELP IN USING OUTSIDE SPEAKERS AND IN ORDERING VISUAL AIDS. (MU)

VT 101 215
TEACHING BUSINESS TAXES. STUDENT HANDBOOK.

INTERNAL REVENUE SERVICE (DEPT. OF TREASURY), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 34P.

DESCRIPTORS - MANUALS; *TAXES;
*BUSINESS EDUCATION; BUSINESS
ADMINISTRATION; *PROBLEM SOLVING;
COLLEGE CURRICULUM; *WORKBOOKS

ABSTRACT - THIS WORKBOOK IS DESIGNED TO GIVE COLLEGE STUDENTS TAKING FUNDAMENTAL ACCOUNTING AND/OR BUSINESS ADMINISTRATION AN UNDERSTANDING OF THE IMPORTANCE OF TAXES IN THE OPERATION OF A BUSINESS. THE FIRST UNIT COVERS THE PREPARATION OF FEDERAL EMPLOYMENT WITHHOLDING TAXES AND CAN BE PRESENTED POINT-BY-POINT, OR AS ONE COMPLETE PROBLEM. IN THE OTHER 5 UNITS DEALING WITH SOLE PROPRIETORSHIP, PARTNERSHIP AND CORPORATION RETURNS, OPPORTUNITY IS PROVIDED FOR BOTH CLASSROOM DISCUSSION AND INDIVIDUAL PROBLEM-SOLVING. ALL OF THE FORMS NECESSARY TO WORK THE PROBLEMS IN THE HANDBOOK ARE LOCATED IN A SEPARATE PACKET. (KH)

VT 101 231
OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE III - 8TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DEPT. OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT73 593P.

DESCRIPTORS - *CURRICULUM GUIDES;

*GRADE 8; *VOCATIONAL EDUCATION;
 *INDUSTRIAL ARTS; *HOME ECONOMICS;
 BUSINESS EDUCATION
 IDENTIFIERS - PITTSBURGH;
 PENNSYLVANIA

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES LEARNING PATTERNS WHICH MAY BE ADAPTED OR ADOPTED BY THE CREATIVE TEACHER IN OCCUPATIONAL EDUCATION. EMPHASIS IS PLACED ON PROCESSES BASIC TO SPECIFIC JOB ACTIVITIES FOUND WITHIN THE AREAS OF BUSINESS EDUCATION, HOME ECONOMICS, AND INDUSTRIAL ARTS. STUDENTS ARE ABLE TO ASSOCIATE, INTEGRATE AND CATALOG THESE BASIC PROCESSES WITH SPECIFIC JOB ROLES OR CAREERS RANGING FROM ENTRY LEVEL JOBS TO ADMINISTRATIVE POSITIONS. THE EDUCATIONAL GOAL OF THE EXPERIENCES IS THE ADAPTION OF THIS KNOWLEDGE TO FUTURE DECISION-MAKING PROCESSES BY THE STUDENTS. FOR EACH UNIT GENERAL OBJECTIVES, SPECIFIC OBJECTIVES, PROCESSES, CAREERS, DEVELOPING CORE, STUDENT LEARNING ACTIVITIES AND REFERENCES ARE GIVEN. UNITS COVERED INCLUDE: BUSINESS COMMUNICATIONS, INFORMATION PROCESSING, MERCHANDISING, CLOTHING AND TEXTILES, FOODS AND NUTRITION, HOME, HEALTH AND COMMUNITY SERVICE, CONSTRUCTION, MANUFACTURING, POWER AND TRANSPORTATION, AND VISUAL COMMUNICATIONS. (AUTHOR/KB)

VT 101 250

COOK, IVA DEAN
 OCCUPATIONAL NOTEBOOK PROGRAM.
 STUDENT OCCUPATIONAL NOTEBOOK.

WEST VIRGINIA UNIV., NITRO. KANAWHA
 VALLEY GRADUATE CENTER.
 MF AVAILABLE IN VT-ERIC SET.
 RESEARCH PRESS CO., P.O. BOX 3177,
 COUNTRY FAIR STATION, CHAMPAIGN, IL
 61820
 PUB DATE - 72 47P.

DESCRIPTORS - *TRAINABLE MENTALLY
 HANDICAPPED; *WORK ATTITUDES;
 *WORKBOOKS; JOB SKILLS; *EMPLOYEE
 RESPONSIBILITY

ABSTRACT - THIS STUDENT NOTEBOOK,
 PART OF AN OCCUPATIONAL ORIENTATION

PROGRAM FOR THE EDUCABLE MENTALLY
 RETARDED, IS DESIGNED TO GUIDE
 STUDENTS THROUGH A SERIES OF
 EXERCISES PLANNED TO GIVE THEM THE
 PRACTICAL SKILLS AND BASIC
 KNOWLEDGE REQUIRED FOR EMPLOYMENT.
 OPPORTUNITY IS PROVIDED FOR
 EXPOSURE TO THE FOLLOWING: (1)
 FILLING OUT APPLICATION FORMS, (2)
 PREPARING FOR AN INTERVIEW, (3)
 GETTING TO WORK ON TIME, (4) USING
 THE TELEPHONE, (5) PERSONAL
 GROOMING TIPS, AND (6) DEVELOPING A
 WORKABLE JOB VOCABULARY. IT IS
 SUGGESTED THAT THE STUDENTS
 COMPLETE SPECIFIC ENTRIES ON
 PRACTICE SHEETS FIRST SO THAT THE
 NOTEBOOK MAY SERVE AS A PERMANENT
 REFERENCE TOOL. (KH)

VT 101 255

ECONOMICS GUIDE FOR SECONDARY
 TEACHERS. GRADES 7-10.

ASHLAND CITY SCHOOLS, OHIO.
 MF AVAILABLE IN VT-ERIC SET.
 PUB DATE - 72 209P.

DESCRIPTORS - *ECONOMIC EDUCATION;
 *PROGRAM GUIDES; CURRICULUM GUIDES;
 *SOCIAL STUDIES; *INTEGRATED
 CURRICULUM; *SECONDARY GRADES
 IDENTIFIERS - ASHLAND CITY SCHOOLS

ABSTRACT - THIS PROGRAM GUIDE FOR
 ECONOMIC EDUCATION IS DESIGNED TO
 BE INTEGRATED INTO THE SOCIAL
 STUDIES CURRICULUM FOR GRADES 7
 THROUGH 10 IN THE ASHLAND CITY
 SCHOOLS. COLOR CODED BY GRADE
 LEVEL, EACH SECTION CONTAINS A
 VARIETY OF ECONOMIC CONCEPTS TO BE
 TAUGHT ALONG WITH CONCRETE
 ACTIVITIES, DISCUSSION QUESTIONS,
 AND KEY TERMS. THE MATERIAL FOR
 EACH LEVEL IS KEYED TO THE
 TEXTBOOKS CURRENTLY USED IN THE
 SOCIAL STUDIES AREA COVERED DURING
 THAT YEAR. ALSO INCLUDED IN THE
 GUIDE ARE CHARTS, WORKSHEETS, AND
 OTHER MATERIALS FOR DUPLICATION.
 (KH)

VT 101 262

MINIMUM LEVELS OF TECHNICAL
 COMPETENCY STANDARDS OF BUSINESS
 AND OFFICE EDUCATION PROGRAMS IN
 NEBRASKA. FINAL REPORT.

KEARNEY STATE COLL., NEBR.
NEBRASKA STATE DEPT. OF EDUCATION,
LINCOLN, DIV. OF VOCATIONAL
EDUCATION.; NEBRASKA OCCUPATIONAL
NEEDS RESEARCH COORDINATING UNIT,
LINCOLN.

MF AVAILABLE IN VT-ERIC SET.
NEBRASKA STATE DEPT. OF EDUCATION,
DIV. OF VOCATIONAL EDUCATION, 233
SOUTH TENTH STREET, LINCOLN, NB
68508

PUB DATE - 74 60P.

DESCRIPTORS - *CURRICULUM GUIDES;
*BUSINESS EDUCATION; *OFFICE
OCCUPATIONS EDUCATION;
*PERFORMANCED BASED EDUCATION; JOB
TRAINING
IDENTIFIERS - NEBRASKA

ABSTRACT - THIS CURRICULUM GUIDE
IDENTIFIES THE MINIMUM LEVEL OF
TECHNICAL COMPETENCIES NEEDED BY
NEBRASKA STUDENTS IN BUSINESS AND
OFFICE EDUCATION. IT IS INTENDED TO
ASSIST NEBRASKA BUSINESS TEACHERS
IN PLANNING LEARNING ACTIVITIES AND
DEVELOPING STRATEGIES TO PREPARE
STUDENTS FOR ENTRY LEVEL POSITIONS
IN THE FOLLOWING SIX AREAS: (1)
ACCOUNTING AND COMPUTING, (2)
FILING, OFFICE MACHINES, AND
GENERAL OFFICE CLERICAL, (3)
INFORMATION COMMUNICATION, (4)
STENOGRAPHIC, SECRETARIAL, AND
RELATED OCCUPATIONS, (5)
SUPERVISORY AND ADMINISTRATIVE
MANAGEMENT, AND (6) TYPING AND
RELATED OCCUPATIONS. IT IS A SELF-
CONTAINED DOCUMENT WHICH MAY BE
USED INDEPENDENTLY OR IN
CONJUNCTION WITH OTHER SCHOOL
OBJECTIVES OR CLASS PROGRAMS. THE
GUIDE DOES NOT INCLUDE TEACHING
METHOD, MATERIALS, OR EVALUATION.
FOR EACH AREA OF WORK ACTIVITIES,
GENERAL WORKER REQUIREMENTS AND
COMPETENCIES ARE PRESENTED. (KB)

VT 101 263

DEVELOPING CAREER EDUCATION.
DEVELOPING CAREER EDUCATION IN THE
SMALL, RURAL SCHOOL.

MILFORD PUBLIC SCHOOLS, NEBR.
NEBRASKA STATE DEPT. OF EDUCATION,
LINCOLN. DIV. OF VOCATIONAL

EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 49P.

DESCRIPTORS - *INSERVICE EDUCATION;
*CAREER EDUCATION; *ARTICULATION
(PROGRAM); *PRESERVICE EDUCATION;
SCHOOL COMMUNITY RELATIONSHIP;
OCCUPATIONAL INFORMATION;
*VOCATIONAL DEVELOPMENT
IDENTIFIERS - MILFORD PUBLIC
SCHOOLS

ABSTRACT - THIS PUBLICATION
PROVIDES THE BASIC STEPS AND
INSIGHTS TO DEVELOPING A PHILOSOPHY
OF CAREER EDUCATION. IT PROVIDES
CHANGE AGENTS WITHIN LOCAL SCHOOLS
WITH THE BACKGROUND AND RESULTS OF
THE PROGRAM DEVELOPED IN MILFORD,
NEBRASKA. THE PUBLICATION IS
SEPARATED INTO TWO PARTS; THEY ARE:
(1) POSITION STATEMENTS AND
PHILOSOPHY, AND (2) PRINCIPLES AND
PRACTICES IN DEVELOPING CAREER
EDUCATION. A COMMUNITY RESOURCE
INSTRUMENT, A PROGRAM ARTICULATION
INSTRUMENT, A SAMPLE NEWSLETTER AND
A LIST OF COMMERCIALY PREPARED
MATERIALS ARE APPENDED. (KB)

VT 101 264

DEVELOPING CAREER EDUCATION. GRADES
7-12 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.
NEBRASKA STATE DEPT. OF EDUCATION,
LINCOLN. DIV. OF VOCATIONAL
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 237P.

DESCRIPTORS - *CAREER EDUCATION;
*TEACHER DEVELOPED MATERIALS;
*CURRICULUM GUIDES; OCCUPATIONAL
INFORMATION; VOCATIONAL
DEVELOPMENT; *SECONDARY GRADES;
INSTRUCTIONAL PROGRAMS; *TEACHING
PROCEDURES
IDENTIFIERS - MILFORD PUBLIC
SCHOOLS

ABSTRACT - THIS BOOKLET CONTAINS A
SET OF INSTRUCTIONAL UNITS FOR
DEVELOPING CAREER AWARENESS IN
GRADES 7-12. EACH UNIT SPECIFIES
GRADE LEVEL, UNIT TITLE,
OBJECTIVES, ACTIVITIES, RESOURCES,

EVALUATION AND RELATED ACTIVITIES. A SAMPLING OF TOPICS INCLUDE: PLOT DEVELOPMENT, ART OF STORYTELLING, BUILDING AMERICA, CHARACTER STUDY, COMMUNICATION SKILLS IN THE TELEVISION INDUSTRY, ENVIRONMENTAL AWARENESS AND POLLUTION, CONSERVATION CLUSTER, SKIN CARE AND PROBLEMS, COSMETOLOGY LAWS AND REQUIREMENTS, CONSUMER ECONOMICS, BUSINESS FORMS, EXPLORATORY BUSINESS, AND CLOTHING AND TEXTILES. (KB)

VT 101 265

DEVELOPING CAREER EDUCATION. GRADES K-2 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.
NEBRASKA STATE DEPT. OF EDUCATION,
LINCOLN. DIV. OF VOCATIONAL
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 410P.

DESCRIPTORS - *CAREER EDUCATION;
*TEACHER DEVELOPED MATERIALS;
*CURRICULUM GUIDES; OCCUPATIONAL
INFORMATION; VOCATIONAL
DEVELOPMENT; INSTRUCTIONAL
PROGRAMS; *TEACHING PROCEDURES;
*PRIMARY EDUCATION
IDENTIFIERS - MILFORD PUBLIC
SCHOOLS

ABSTRACT - THIS BOOKLET CONTAINS A SET OF INSTRUCTIONAL UNITS FOR DEVELOPING CAREER AWARENESS IN GRADES K-2. EACH UNIT SPECIFIES GRADE LEVEL, UNIT TITLE, OBJECTIVES, ACTIVITIES, RESOURCES, EVALUATION AND RELATED ACTIVITIES. A SAMPLING OF TOPICS INCLUDE: KNOWING MYSELF, HOME AND FAMILY, MY SCHOOL, SCHOOL WORKERS, BAKERS, BARBERS AND BEAUTICIANS, HOUSEKEEPING, FOOD AND BEVERAGE PREPARATION AND SERVICE, DOMESTIC ANIMAL CARE, POSTMAN, LIFEGUARD, TRANSPORTATION, CLOTHING OCCUPATIONS, PUBLIC SERVICES, AND BUSINESS AND OFFICE. (KB)

VT 101 274

GUARINO, SAM
TELE-TECHNIQUES MEAN BUSINESS.

CLEVELAND HEIGHTS HIGH SCHOOL,

OHIO.

MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - AUG70 76P.

DESCRIPTORS - *DISTRIBUTIVE
EDUCATION; *CURRICULUM GUIDES;
*TELEPHONE INSTRUCTION; TEACHING
METHODS; INSTRUCTIONAL MEDIA

ABSTRACT - THIS MANUAL HAS BEEN WRITTEN TO HELP THE STUDENT ACQUIRE THE PROPER TELEPHONE TECHNIQUES. THE MANUAL WAS DEVELOPED: (1) TO TEACH A BUSINESS-LIKE MANNER OF HANDLING TELEPHONE CALLS, (2) TO UNDERSTAND THE FACTORS DESIRABLE FOR PROPER TELEPHONE PERSONALITY, (3) TO MAKE THE STUDENT MORE KNOWLEDGEABLE OF THE TACTFUL TECHNIQUES EMPLOYED IN TELEPHONE SELLING, AND (4) TO PROVIDE A COMPREHENSIVE IDENTIFICATION OF OTHER TELEPHONE RESOURCES. TOPICS COVERED INCLUDE: ABOUT THE TELEPHONE, TELEPHONE PERSONALITY, TELEPHONE CALLS, TELEPHONE SALES, AND TELEPHONE RESOURCES. EACH UNIT HAS AIMS AND OBJECTIVES STATED, A LIST OF MATERIALS NEEDED BY THE INSTRUCTOR, SUGGESTED CONTENT, AND TEACHING SUGGESTIONS. AIDS AND ACTIVITIES, AND HANDOUT SHEETS ARE APPENDED. (KB)

VT 101 283

A CAREER EDUCATION CURRICULAR MODEL FOR JUNIOR HIGH SCHOOL STUDENTS AND FINAL REPORT.

CAESAR RODNEY SCHOOL DISTRICT,
CAMDEN, DEL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 237P.

DESCRIPTORS - *CURRICULUM GUIDES;
*CAREER EDUCATION; *GRADE 7; *GRADE
8; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAESAR RODNEY JUNIOR
HIGH SCHOOL

ABSTRACT - THIS CAREER EDUCATION CURRICULAR GUIDE WAS DEVELOPED TO GIVE EACH TEACHER SUGGESTIONS AS TO HOW ONE MAY PROVIDE EXPOSURE OF

CAREER INFORMATION TO STUDENTS. THE INFORMATION IN THE BOOKLET MAY BE USED VERBATIM, OR IT MAY BE USED AS A REFERENCE FOR ADAPTING ONE'S OWN IDEAS FOR TEACHING ABOUT THE WORLD OF WORK. THIS TOTALLY INTEGRATED CURRICULUM CUTS ACROSS ALL OF THE STUDENT'S EDUCATIONAL EXPERIENCES AND RUNS THROUGH THE ENTIRE JUNIOR HIGH SCHOOL CURRICULUM, GRADES 7 AND 8, PROVIDING ALL STUDENTS THE OPPORTUNITY TO STUDY ALL OCCUPATIONAL CLUSTERS. THROUGH FIELD TRIPS, HANDS-ON APPROACHES, CLASSROOM EXPLORATION AND RESEARCH, STUDENTS ARE PROVIDED THE OPPORTUNITY TO EXAMINE MORE CLOSELY THOSE CLUSTERS THAT HAVE THE GREATEST PERSONAL APPEAL. THE FOLLOWING CURRICULAR AREAS ARE COVERED: ART, ENGLISH, HEALTH AND PHYSICAL EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, MATHEMATICS, MUSIC, SCIENCE, SOCIAL STUDIES, AND SPECIAL EDUCATION. IT IS RECOMMENDED THAT CAREER INSTRUCTION BE INTEGRATED INTO EACH OF THE ABOVE AREAS FOR A MINIMUM OF SEVEN CLASS HOURS PER SECTION AT VARIOUS INTERVALS THROUGHOUT THE YEAR. FOR EACH AREA THE GENERAL PURPOSE, PUPIL OBJECTIVES, TECHNIQUES, MATERIALS, EVALUATION, AND A UNIT REFERENCE ARE PROVIDED. A LIST OF RELATED OCCUPATIONS, AN OUTLINE FOR SPEAKERS, INSTRUCTIONAL AIDS, AND A LIST OF SUGGESTED FIELD TRIPS ARE APPENDED. A FINAL REPORT ON THE CAREER EDUCATION CURRICULAR MODEL IS ALSO APPENDED. (KB)

VT 101 287

DRUMMOND, ROBERT J.; VITRO, FRANK T., JR.
LEARNING RESEARCH AND PRINCIPLES AS APPLIED TO CLASSROOM LEARNING: PART I.

MAINE UNIV., ORONO.

MAINE RESEARCH COORDINATING UNIT
FOR VOCATIONAL EDUCATION, AUGUSTA.
MF AVAILABLE IN VT-ERIC SET.

RESEARCH COORDINATING UNIT, BUREAU
OF VOCATIONAL EDUCATION, STATE
DEPT. OF EDUCATIONAL AND CULTURAL
SERVICES, AUGUSTA, MAINE 04330
PUB DATE - NO 79P.

DESCRIPTORS - *LEARNING THEORY;
*TRANSFER OF TRAINING; *CLASSROOM
TECHNIQUES; *INSTRUCTIONAL MEDIA;
*TEACHING TECHNIQUES; BEHAVIORAL
OBJECTIVES; REINFORCEMENT
IDENTIFIERS - MAINE

ABSTRACT - THE PURPOSE OF THIS
MANUAL IS TO PROVIDE VOCATIONAL AND
TECHNICAL TEACHERS WITH A REVIEW OF
THE PRINCIPLES OF LEARNING WHICH
HAVE APPLICATION TO THEIR SUBJECT
FIELDS. THE BOOKLET HAS TWO
SECTIONS: (1) A SELECTED REVIEW OF
THE LITERATURE RELATED TO HOW
LEARNING THEORY IS APPLIED TO
INSTRUCTION; AND (2) A LISTING OF
PRINCIPLES OF LEARNING THAT HAVE
BEEN IDENTIFIED AS HAVING
APPLICATION TO CLASSROOM TEACHING.
THIS PRELIMINARY REPORT IS DESIGNED
TO PROVIDE TEACHERS WITH AN OUTLINE
OF THE COMPONENTS OF A LESSON,
CATEGORIES OF LEARNING, AND THE
USES OF CERTAIN INSTRUCTIONAL
MEDIA. (KB)

VT 101 348

ALTERNATE COOPERATIVE EDUCATION FOR
TWO-YEAR QUARTER SYSTEM COLLEGES.
FEASIBILITY RESEARCH AND PROGRAM
DESIGN.

FOOTHILL COMMUNITY COLL. DISTRICT,
LOS ALTOS HILLS, CALIF.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
DEC-0-73-6492
PUB DATE - 15AUG74 123P.

DESCRIPTORS - *VOCATIONAL
EDUCATION; *TECHNICAL EDUCATION;
*COMMUNITY COLLEGES; *FIELD
EXPERIENCE PROGRAMS; *COOPERATIVE
EDUCATION; QUARTER SYSTEM;
INTERNSHIP PROGRAMS
IDENTIFIERS - CALIFORNIA

ABSTRACT - TO DESIGN A MODEL
COOPERATIVE EDUCATION PROGRAM FOR
ANY 12-WEEK, QUARTER-SYSTEM, 2-YEAR
COLLEGE AND TO DESCRIBE THE
PROCESSES BY WHICH THE DISTRICT AND
ITS FACULTY, THE COMMUNITY AND ITS
EMPLOYERS, AND THE COLLEGES AND
THEIR STUDENTS ARE ACCOMMODATED IN
THE DESIGN WAS THE PURPOSE OF THE

RESEARCH PROJECT REPORTED IN THIS DOCUMENT. THE CONCEPT OF 3-MONTH AND 6-MONTH, ALTERNATE TERM, COOPERATIVE EDUCATION FIELD EXPERIENCE FOR STUDENTS SEEKING TO COMBINE EDUCATION CLASSROOM THEORY AND CONCEPTS WITH REAL-TIME CAREER DEVELOPMENTS OR CAREER EXPLORATION OPPORTUNITIES WAS ENDORSED. THE APPENDICES FURNISH SURVEYS CONDUCTED IN THE COURSE OF STUDY PLUS INFORMATION ABOUT THE COMMUNITY COLLEGES INVOLVED. (AUTHOR/LJ)

VT 101 356

A GLOSSARY OF TERMS FOR BUSINESS MANAGEMENT.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74 32P.

DESCRIPTORS - *GLOSSARIES;
*BUSINESS ADMINISTRATION;
*MANAGEMENT
IDENTIFIERS - DELAWARE STATE COLLEGE

ABSTRACT - INTENDED FOR USE BY BOTH THE STUDENT OF MANAGEMENT AND THE PROFESSIONAL IN THE FIELD, THIS GLOSSARY OF TERMS IS LIMITED TO THOSE WORDS AND TERMS UNIQUE TO THE FIELD OF BUSINESS MANAGEMENT. DEVELOPED BY A MANAGEMENT CLASS AT DELAWARE STATE COLLEGE, THE GLOSSARY CAN ALSO BE USED AS A TOOL TO EXPAND THE INDIVIDUAL'S KNOWLEDGE OF THE PRINCIPLES, FUNCTIONS, AND RESPONSIBILITIES OF MANAGEMENT. (AUTHOR/LJ)

VT 101 357

OLIVER, J. DALE
AN EVALUATION SYSTEM FOR VOCATIONAL EDUCATION IN VIRGINIA. FINAL REPORT.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL74 896P.

DESCRIPTORS - *EVALUATION;

*MANAGEMENT INFORMATION SYSTEMS;
*BEHAVIORAL OBJECTIVES;
AGRICULTURAL EDUCATION; AUTO MECHANICS; BUSINESS EDUCATION; HOMEMAKING EDUCATION; DRAFTING IDENTIFIERS - VIRGINIA

ABSTRACT - THIS FINAL REPORT OF AN EVALUATION SYSTEM FOR VOCATIONAL EDUCATION IN VIRGINIA COVERS THE TIME PERIOD FROM FEBRUARY 15, 1971 TO JUNE 30, 1974. THE PROJECT WAS DIRECTED TOWARD SOLVING THE PROBLEM OF PROVIDING VALID, TIMELY AND RELIABLE INFORMATION TO USE IN EVALUATING, PLANNING AND ACCOUNTING FOR FEDERALLY SUPPORTED VOCATIONAL AND TECHNICAL EDUCATION PROGRAMS. THE MANAGEMENT INFORMATION SYSTEM DEVELOPED AND IMPLEMENTED BY THIS PROJECT CONTAINED TWO SUBSYSTEMS. THE MACRO-SUBSYSTEM WAS DESIGNED TO PROVIDE INFORMATION TO LOCAL DECISION MAKERS. THE RESULTS AND ACCOMPLISHMENTS ARE AS FOLLOWS: (1) DEVELOPMENT OF A VOCATIONAL EDUCATION REPORTING SYSTEM, (2) DEVELOPMENT OF AN ANNUAL AND FIVE YEAR PLANNING DOCUMENT, AND AN ANNUAL EVALUATION PROCEDURE, AND (3) THE DEVELOPMENT OF APPROXIMATELY 200 UNITS OF INSTRUCTION. VARIOUS REPORTS, SURVEYS, PLANNING STRATEGIES, AND BEHAVIORAL OBJECTIVES ARE APPENDED. (KB)

VT 101 363

NICHOLS, NATALIE P.
OPEN SPACE CONCEPT IN BUSINESS EDUCATION. FINAL REPORT.

PENNRIDGE HIGH SCHOOL, PERKASIE, PA.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 30JUN74 78P.

DESCRIPTORS - *BUSINESS EDUCATION; VOCATIONAL EDUCATION; *BUSINESS EDUCATION FACILITIES; SELF DIRECTED CLASSROOMS; *STUDENT CENTERED CURRICULUM; *CURRICULUM; EDUCATION IDENTIFIERS - PENNRIDGE HIGH SCHOOL

ABSTRACT - IN THE SPRING OF 1974,

THE PENNRIDGE HIGH SCHOOL BUSINESS EDUCATION DEPARTMENT COMPLETED A THREE-YEAR FEDERALLY FUNDED STUDY. THE PURPOSE OF THE STUDY WAS TO DISCOVER THE RELATIONSHIP BETWEEN OPEN SPACE ENVIRONMENT AND THE EMPLOYABILITY OF STUDENTS UPON GRADUATION. A SERIES OF DIAGNOSTIC, ATTITUDE, AND ACHIEVEMENT TESTS WERE ADMINISTERED PERIODICALLY. EMPLOYERS AND PARENTS WERE POLLED. EVALUATION AND ANALYSIS OF THE ACCUMULATED DATA OVER A THREE YEAR PERIOD INDICATED THAT AN OPEN SPACE ENVIRONMENT HAD THE FOLLOWING IMPACT UPON PARTICIPATING STUDENTS: (1) THEY WERE MORE SELF-DIRECTED AND HIGHLY MOTIVATED AT AN EARLIER AGE, (2) ONCE ON THE JOB THEIR PRODUCTIVITY INCREASES SOONER, AND (3) THEIR VOCATIONAL PROFICIENCY AND BASIC KNOWLEDGE BECAME A PERSONAL ACHIEVEMENT AND A SOURCE OF PRIDE. TESTING SCHEDULES, BASIC SKILLS, ATTITUDE INVENTORY, NARRATIVE REPORTS, PARENTAL QUESTIONNAIRE AND EMPLOYABILITY RECORDS ARE APPENDED. (AUTHOR/KB)

VT 101 389
SPOONER, KENDRICK
VOCATIONAL YOUTH ORGANIZATIONS. ARE THEY NEEDED?

COLORADO RESEARCH COORDINATING UNIT, FT. COLLINS.; COLORADO STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION, DENVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 30JUN74 85P.

DESCRIPTORS - *SURVEYS; *YOUTH CLUBS; *VOCATIONAL INTERESTS; EVALUATION METHODS
IDENTIFIERS - COLORADO

ABSTRACT - THE PRIMARY FOCUS OF THIS STUDY WAS TO SECURE EVIDENCE TO SUPPORT OR REJECT THE ASSUMPTION THAT VOCATIONAL YOUTH ORGANIZATIONS ARE AN ESSENTIAL AND NECESSARY PART OF SECONDARY VOCATIONAL EDUCATION PROGRAMS IN THE STATE OF COLORADO. FIVE POPULATIONS WERE SURVEYED AND SPECIFIC QUESTIONNAIRES WERE DEVELOPED FOR VOCATIONAL STUDENTS, PARENTS, EMPLOYERS, TEACHERS, AND ADMINISTRATORS. THE FINDINGS SHOW

AN OVERALL POSITIVE PERCEPTION OF VOCATIONAL YOUTH ORGANIZATIONS BY STUDENTS, TEACHERS, ADMINISTRATORS, PARENTS, AND EMPLOYERS. IN PRACTICE, THE ALLOCATION OF RESOURCES, TIME, MONEY, AND FACILITIES INDICATES A LOW PRIORITY ON THE PART OF SCHOOLS TO SUPPORT VOCATIONAL YOUTH ORGANIZATIONS AS PART OF THE VOCATIONAL CURRICULUM. A LIST OF RECOMMENDATIONS, OBJECTIVES, INSTRUMENTS AND COVER LETTERS ARE APPENDED. (KB)

VT 101 399
CHIALTAS, CHRIST T.
SELECTED BUSINESS EDUCATION CURRICULUM STANDARDS AND PRACTICES IN UNITED STATES PUBLIC SECONDARY SCHOOLS. SPRING, 1972.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 219P. ED.D. THESIS, CALIFORNIA UNIV., LOS ANGELES.

DESCRIPTORS - *SECONDARY SCHOOLS; *CURRICULUM DEVELOPMENT; *BUSINESS EDUCATION; *QUESTIONNAIRES; *ACADEMIC STANDARDS; DOCTORAL THESES

ABSTRACT - FOR THIS PROJECT, STATUS INFORMATION ABOUT STANDARDS OF CURRICULUM EXCELLENCE AND THE CORRESPONDING LEVELS OF PRACTICE IN SECONDARY BUSINESS EDUCATION WERE ASCERTAINED AND THE INTERRELATIONSHIPS BETWEEN THESE STANDARDS AND PRACTICES WERE THEN EXAMINED. SPECIFICALLY, THE DIFFERENCES BETWEEN THE PERCEPTIONS OF LEADERS IN THE FIELD OF BUSINESS EDUCATION AND BUSINESS DEPARTMENT CHAIRMEN WERE STUDIED. THE NECESSARY DATA WAS COLLECTED BY MEANS OF A MAILED OPINIONNAIRE. FROM THE RESULTS OF ANALYSIS OF THE OPINIONNAIRE, THE RESEARCHER CONCLUDED THAT BUSINESS EDUCATION CURRICULUM PRACTICES WERE FAR FROM ADEQUATE. IT WAS RECOMMENDED THAT FURTHER RESEARCH PROJECTS BE INITIATED ON THE STATE AND LOCAL LEVELS COMPARABLE TO THIS NATIONAL STUDY, AND THAT THE RESULTS OF THIS STUDY BE USED TO IMPROVE BUSINESS EDUCATION CURRICULUM. A

BIBLIOGRAPHY IS FURNISHED AND THE APPENDIXES INCLUDE COPIES OF THE MATERIALS USED IN CONDUCTING THE STUDY. (AUTHOR/LJ)

VT 101 401

SYLLABUS AND CURRICULUM DEVELOPMENT FOR MEDICAL TYPEWRITING, UTILIZING AN INDIVIDUALIZED INSTRUCTIONAL APPROACH. FINAL REPORT.

NORTH CENTRAL TECHNICAL INST., WAUSAU, WIS.

WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. MF AVAILABLE IN VT-ERIC SET. PUB DATE - AUG73 122P.

DESCRIPTORS - *CURRICULUM GUIDES; *TYPEWRITING; *INDIVIDUALIZED INSTRUCTION; *SECRETARIES; *MEDICAL RECORD TECHNICIANS; MEDICAL CASE HISTORIES; RECORDKEEPING; MEDICAL VOCABULARY
IDENTIFIERS - NORTH CENTRAL TECHNICAL INSTITUTE

ABSTRACT - THIS INDIVIDUALIZED INSTRUCTIONAL BOOKLET CONTAINS A COURSE SYLLABUS, ASSIGNMENT SHEETS, AND SLIDE TAPE PRESENTATIONS FOR A COURSE IN MEDICAL TYPING. THE MATERIALS IN THE BOOKLET ARE TO BE USED WITH MEDICAL TYPING BY ROOT AND BYERS. THE APPROXIMATE LENGTH OF TIME REQUIRED TO COMPLETE THE COURSE IS 45 HOURS. MEDICAL TYPEWRITING I CONTAINS A TOTAL OF 87 ASSIGNMENTS WHICH ARE DIVIDED INTO 16 MAIN SECTIONS. THE SECTIONS ARE: CARDIOLOGY; THORACIC MEDICINE; DERMATOLOGY; EYE, EAR, NOSE, THROAT; DIABETES; UROLOGY; ENDOCRINOLOGY; MENTAL HEALTH; GYNECOLOGY AND OBSTETRICS; PEDIATRICS; GASTROENTEROLOGY; CHEMOTHERAPY; ORTHOPEDICS; NEUROLOGY; GENERAL REVIEW TRACK I; AND GENERAL REVIEW TRACK II. THE OBJECTIVES OF THE MEDICAL TYPING I COURSE ARE: (1) FAMILIARITY WITH MEDICAL TERMS USED IN ARTICLES, REPORTS, CASE HISTORIES, AND CORRESPONDENCE; (2) TO TYPE 50 WORDS PER MINUTE WITH 1.5 ERRORS PER MINUTE ON STRAIGHT COPY TYPING

MEDICAL ARTICLES, REPORTS, AND CASE HISTORIES IN CORRECT FORM, AND (3) TO TYPE MEDICAL CORRESPONDENCE AT A MINIMUM RATE OF 19 WORDS PER MINUTE WITH A HIGH DEGREE OF ACCURACY. GRADING SCALES, GRADING PERCENTAGES, AND INSTRUCTIONS ARE PROVIDED. (KB)

VT 101 402

INDIVIDUALIZED LARGE TYPING CLASS INSTRUCTION. INTERIM EVALUATION REPORT.

BERKELEY SCHOOL DISTRICT, MO. MF AVAILABLE IN VT-ERIC SET. PUB DATE - 30AUG73 16P.

DESCRIPTORS - *INDIVIDUALIZED INSTRUCTION; *TYPEWRITING; *HIGH SCHOOLS; *CURRICULUM EVALUATION; INFORMATION DISSEMINATION
IDENTIFIERS - MISSOURI

ABSTRACT - THIS INTERIM REPORT DETAILS EACH OF THE OBJECTIVES FOR INDIVIDUALIZED INSTRUCTION IN TYPING CLASSES IN THE BERKELEY (MISSOURI) SCHOOL DISTRICT ALONG WITH ACTIVITIES AND EVALUATION FOR EACH OBJECTIVE. THE OBJECTIVES INCLUDE REDUCING FAILURES IN TYPING CLASS TO SEVEN PERCENT, RAISING THE AVERAGE GRADE IN FIRST-YEAR TYPING CLASSES 10 PERCENT, AND INCREASING THE AMOUNT OF INSTRUCTION IN BUSINESS EDUCATION PER STUDENT BY 15 PERCENT. DISSEMINATION ACTIVITIES INCLUDE PUBLICATIONS, MEETINGS AND CONFERENCES, AND CLASSROOM OBSERVATIONS BY OTHER SCHOOLS. (LJ)

VT 101 406

SHIPP, JEANETTA C. CAREER AWARENESS K-6 (ELEMENTARY). DICTIONARY OF OCCUPATIONAL TITLES.

OKLAHOMA STATE BOARD OF VOCATIONAL EDUCATION, STILLWATER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. MF AVAILABLE IN VT-ERIC SET. OEG-0-72-4682
OKLAHOMA STATE DEPT. OF VOCATIONAL

AND TECHNICAL EDUCATION, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 1515 W. SIXTH AVENUE, STILLWATER, OKLAHOMA 74074 (\$3.25)
PUB DATE - 74 299P.

DESCRIPTORS - *ELEMENTARY GRADES;
*CAREER EDUCATION; *DICTIONARIES;
*OCCUPATIONAL CLUSTERS
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS HANDBOOK WILL AID PUPILS IN ELEMENTARY SCHOOL TO BECOME AWARE OF THE OCCUPATIONAL CLUSTERS THAT THEY WILL BE STUDYING IN GREATER DEPTH DURING JUNIOR AND SENIOR HIGH SCHOOL. THIS PUBLICATION SHOULD BE USED TO FOCUS ATTENTION ON AWARENESS OF OCCUPATIONS RATHER THAN CHOICE, TO GENERATE EXCITEMENT RATHER THAN PRODUCTION, AND TO EXPOSE PUPILS TO DIFFERENT LIFE STYLES, CAREER PATTERNS, AND EDUCATIONAL EXPERIENCES THAT ENHANCE THE INDIVIDUAL. THE HANDBOOK IS INTENDED FOR USE WITH THE CAREER AWARENESS GUIDE "I CAN BE ME FROM A TO Z." THIS DOCUMENT IS ORGANIZED AROUND THE FOLLOWING 15 MAJOR OCCUPATIONS: AGRI-BUSINESS AND NATURAL RESOURCES, BUSINESS AND OFFICE, COMMUNICATIONS AND MEDIA, CONSTRUCTION, CONSUMER AND HOMEMAKING EDUCATION, ENVIRONMENTAL CONTROL, FINE ARTS AND HUMANITIES, HEALTH, HOSPITALITY AND RECREATION, MANUFACTURING, MARINE SCIENCE, MARKETING AND DISTRIBUTION, PERSONAL SERVICE, PUBLIC SERVICE, AND TRANSPORTATION. (AUTHOR/LJ)

VT 101 409

DEVELOPMENT OF OFFICE SIMULATION PROGRAMS FOR ACCOUNT CLERK AND CLERK TYPIST PROGRAMS.

GATEWAY TECHNICAL INST., KENOSHA, WIS.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL74 10P.

DESCRIPTORS - *SIMULATION;
*SIMULATED ENVIRONMENT; *CLERICAL OCCUPATIONS; POST SECONDARY EDUCATION; BUSINESS EDUCATION; OFFICES (FACILITIES)

ABSTRACT - THIS DOCUMENT REPORTS THAT AFTER CONSIDERATION OF SEVERAL COMMERCIALY AVAILABLE SIMULATION PACKAGES, APEX, BY THE 3-M COMPANY, WOULD BEST MEET THE NEEDS OF POST-SECONDARY VOCATIONAL EDUCATION. APEX IS PARTICULARLY APPLICABLE TO CLERICAL PROGRAMS SUCH AS THE ACCOUNT CLERK AND CLERK TYPIST PROGRAMS. OTHER ACTIVITIES IN THE DEVELOPMENT OF OFFICE SIMULATION PROGRAMS INCLUDED STUDYING AND PURCHASING OFFICE FURNITURE AND EQUIPMENT. (LJ)

VT 101 412

BLAIR, MARGARET, ED.; LAW, GORDON, ED.

INTRODUCTION TO VOCATIONS. A TEACHERS GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB. NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP73 443P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TEACHING GUIDES; *CAREER EDUCATION; *CAREER PLANNING; OCCUPATIONAL INFORMATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS TEACHING GUIDE IS FOR USE IN THE CURRICULUM OF THE NEW JERSEY PUBLIC SCHOOLS WHERE CAREER EXPLORATION IS IMPLEMENTED INTO THE JUNIOR HIGH SCHOOL GRADES. AN INTRODUCTION DIRECTED TO SCHOOL ADMINISTRATORS CONCERNS FUNDING REQUIREMENTS AND DETAILS FOR MEETING STATE STANDARDS IN SUCH MATTERS AS TEACHER CERTIFICATION, COST OF INSTRUCTION, SPENDING ALLOWANCES, SPEAKER INFORMATION, AND FIELD TRIP PROCEDURES. THE MODULES, HERE CALLED CYCLES, PROVIDE CURRICULUM MATERIALS FOR A NUMBER OF UNITS WHICH MAY BE USED SELECTIVELY. THEY COVER SIX AREAS: (1) KNOW YOURSELF, (2) BUSINESS EDUCATION, (3) HEALTH SERVICES, (4) HOME ECONOMICS, (5) INDUSTRIAL ARTS, AND (6) SCIENCES. EACH CYCLE CONTAINS AN INTRODUCTION, OBJECTIVES, SUBJECT MATERIALS,

ASSIGNMENTS, AND A DAY-TO-DAY PROCEDURES GUIDE. RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE INCLUDED. (MU)

VT 101 415

FROBOSE, DENISE C.
HANDBOOK OF CAREER INFORMATION RESOURCES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV74 166P.

DESCRIPTORS - *INFORMATION SOURCES;
*RESOURCE MATERIALS; *RESOURCE GUIDES; *CAREER EDUCATION;
*OCCUPATIONAL CLUSTERS; MANUALS; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS PUBLICATION LISTS INSTRUCTIONAL RESOURCES FOR CAREER EDUCATION. MATERIALS HAVE BEEN ORGANIZED IN TERMS OF THE 15 OCCUPATIONAL CLUSTERS DEVELOPED BY THE U.S. OFFICE OF EDUCATION. A LISTING OF JOB FAMILIES AND TYPICAL OCCUPATIONS WITHIN EACH CLUSTER PROVIDES EASY ACCESS TO THE RESOURCE LISTING WHICH FOLLOWS. MATERIALS LISTED INCLUDE TEACHING AIDS, FILMS, PAMPHLETS, AND ORGANIZATIONS. (AUTHOR/MU)

VT 101 421

BADEN, CONNIE; PRUSS, PAT
CAREER POSSIBILITIES AFTER TAKING BUSINESS COURSES.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 13P.

DESCRIPTORS - *CAREERS; *BUSINESS EDUCATION; *HIGH SCHOOL STUDENTS; BOOKKEEPING; ACCOUNTING; OFFICE PRACTICE; OFFICE MACHINES; STENOGRAPHY; TYPEWRITING
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THE MATERIALS IN THIS UNIT ARE INTENDED FOR USE BY TEACHERS AND STUDENTS IN BUSINESS COURSES. EACH STUDENT WILL RECEIVE A CHART INFORMING HIM OR HER OF THE CAREER POSSIBILITIES AFTER COMPLETING A BUSINESS COURSE. THE MATERIALS ARE INTENDED TO SUPPLEMENT CLASSROOM ACTIVITIES IN THE VARIOUS BUSINESS COURSES. CHARTS, LEARNING ACTIVITIES AND AVAILABLE MEDIA ARE PRESENTED. (KB)

VT 101 442

OCCUPATIONAL INFORMATION SERVICE CONTRACT. FINAL REPORT.

DES MOINES AREA COMMUNITY COLL., ANKENY, IOWA.; IOWA STATE DEPT. OF PUBLIC INSTRUCTION, DES MOINES.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74 49P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *INFORMATION SERVICES; *VOCATIONAL EDUCATION

ABSTRACT - THE DOCUMENT VERIFIES THE FULFILLMENT OF A CONTRACT TO PROVIDE OCCUPATIONAL INFORMATION SERVICE MATERIALS. INCLUDED ARE STATEMENTS OF SCRIPT REVIEWS; CATEGORIES OF OCCUPATIONS; SAMPLE SCRIPTS OF 15 OCCUPATIONAL CLUSTERS, ONE ADAPTED FOR USE ON THE COMPUTER. LISTS OF SCHOOLS FOR WHICH SERVICES WERE PROVIDED AS WELL AS AN OUTLINE OF A DEMONSTRATION FOR COMPUTERIZING IOWA SCRIPT MATERIALS AND A SOURCE FOR ADDITIONAL INFORMATION. (MU)

VT 101 444

ZERO IN ON COOPERATIVE VOCATIONAL EDUCATION TRAINING AGREEMENTS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN74 36P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *SCHOOL INDUSTRY RELATIONSHIP; *CONTRACTS; SPECIFICATIONS

ABSTRACT - THIS PUBLICATION IS

INTENDED TO ENCOURAGE STATES AND LOCALITIES TO GIVE FURTHER CONSIDERATION TO THE DEVELOPMENT AND UTILIZATION OF TRAINING AGREEMENTS IN THE CONDUCT OF COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. BY WAY OF EXAMPLE AND ILLUSTRATION, TWELVE TRAINING AGREEMENTS WERE IDENTIFIED FOR USE IN THIS PUBLICATION. THE INFORMATION CONTAINED IN THIS PUBLICATION MAY BE VIEWED AS A FORM OF TECHNICAL ASSISTANCE. (AUTHOR/KB)

VT 101 453

VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS FOR OFFICE OCCUPATIONS. REVISED 1974.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

DEG-0-72-4682

PUB DATE - 74 44P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *ABSTRACTS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *OFFICE OCCUPATIONS

ABSTRACT - THIS ANNOTATED LISTING OF CURRICULUM MATERIALS FOR OFFICE OCCUPATIONS IS PROVIDED IN ORDER TO APPRISE PLANNERS, ADMINISTRATORS, VOCATIONAL EDUCATORS AND OTHERS INTERESTED IN OFFERING OR INVOLVED IN VOCATIONAL PROGRAMS OF THE AVAILABLE CURRICULUM MATERIALS DEVELOPED BY VARIOUS STATES. THE CURRICULUM MATERIALS HAVE BEEN IDENTIFIED WITH THE INSTRUCTIONAL TITLES AND CODES FROM THE CLASSIFICATION SYSTEM OF THE OFFICE OF EDUCATION. THE TITLE OF THE DOCUMENT, PUBLICATION DATE, THE NUMBER OF PAGES, PRICE, AND A SUMMARY OF THE CONTENT IS PROVIDED FOR EACH ANNOTATION. (KB)

VT 101 463

A CURRICULUM GUIDE FOR A CAREER EXPLORATION PROGRAM IN THE

MIDDLE/JUNIOR HIGH SCHOOLS OF GEORGIA FOR BUSINESS EDUCATION EDUCATORS.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. DIV. OF VOCATIONAL EDUCATION.; GEORGIA STATE UNIV., ATLANTA.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 30JUN72 211P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TEACHING GUIDES; *CAREER EDUCATION; *GRADE 8; *CAREER PLANNING IDENTIFIERS - GEORGIA

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR THE JUNIOR HIGH SCHOOLS OF GEORGIA CONTAINS TEACHING GUIDES FOR MINI-COURSES IN GRADE 8 FOR OCCUPATIONAL EXPLORATION OF CLERICAL AND SECRETARIAL, MANAGEMENT AND FINANCE, MARKETING AND SALES, AND DATA PROCESSING OCCUPATIONS. THE GUIDE IS PART OF A STATE EFFORT TO PROVIDE STUDENTS WITH LEARNING ACTIVITIES IN CAREER EDUCATION. SELF-AWARENESS AND KNOWLEDGE OF OCCUPATIONAL AND EDUCATIONAL OPPORTUNITIES, DECISION-MAKING SKILLS, AND ATTITUDES TOWARD WORK ARE SOUGHT TO PROVIDE THE ADOLESCENT WITH TOOLS FOR VOCATIONAL DEVELOPMENT. THE TEACHING GUIDES FOR THE MINI-COURSES PROVIDE A 4-COLUMN FORMAT OF OBJECTIVES, LEARNING EXPERIENCES, INSTRUCTIONAL RESOURCES, AND SUGGESTED EVALUATION. (MU)

VT 101 476

A NATIONAL ANNOTATED BIBLIOGRAPHY OF CURRICULUM MATERIALS IN VOCATIONAL AND CAREER EDUCATION.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 828P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *ABSTRACTS;

*INSTRUCTIONAL MATERIALS;
 *VOCATIONAL EDUCATION; *CAREER
 EDUCATION; HEALTH OCCUPATIONS;
 PRESCHOOL EDUCATION; PUBLIC SERVICE
 OCCUPATIONS; ADULT EDUCATION;
 MARKETING; BUSINESS EDUCATION

ABSTRACT - THIS NATIONAL ANNOTATED
 BIBLIOGRAPHY LISTS CURRICULUM
 MATERIALS WHICH ARE AVAILABLE IN
 THE AREAS OF VOCATIONAL AND CAREER
 INFORMATION. THE AREAS COVERED
 INCLUDE: APPLIED BIOLOGICAL AND
 AGRICULTURAL OCCUPATIONS; BUSINESS,
 MARKETING, AND MANAGEMENT
 OCCUPATIONS; HEALTH OCCUPATIONS;
 INDUSTRIAL ORIENTED OCCUPATIONS;
 PERSONAL AND PUBLIC SERVICE
 OCCUPATIONS; PRESCHOOL THROUGH
 GRADES 6; GRADES 7 AND 8; GRADES 9
 AND 10; GRADES 11 AND 12; GRADES 13
 AND 14; ADULT EDUCATION;
 HANDICAPPED STUDENTS; DISADVANTAGED
 STUDENTS; CAREER EDUCATION; COMMON
 TO ALL AREAS; TEACHER-EDUCATOR;
 STATE AGENCY PERSONNEL;
 OCCUPATIONAL EDUCATION
 ADMINISTRATOR; AND LOCAL AGENCY
 GUIDANCE PERSONNEL. EACH ABSTRACT
 CONTAINS THE TITLE OF MATERIALS,
 NAME OF DEVELOPERS, TYPE OF
 MATERIAL, FOR STUDENT USE, TARGET
 LEVEL OF STUDENT, FOR PROFESSIONAL
 USE, TRAINING REQUIRED TO USE
 MATERIALS, CONSULTING SERVICES,
 COPYRIGHTS, COST, ORDERING
 INFORMATION, AND THE ABSTRACT. (KB)

VT 101 477

GREGORY, RICHARD B.
 SELF-INSTRUCTIONAL COURSE IN
 ELEMENTARY TYPEWRITING II.

MF AVAILABLE IN VT-ERIC SET.
 PUB DATE - SEP71 70P.

DESCRIPTORS - *AUTOINSTRUCTIONAL
 AIDS; *COMMUNITY COLLEGES;
 *TYPEWRITING; *TYPISTS; *BUSINESS
 CORRESPONDENCE; BUSINESS EDUCATION
 IDENTIFIERS - CENTRAL PIEDMONT
 COMMUNITY COLLEGE

ABSTRACT - THIS IS A COURSE IN
 ELEMENTARY TYPEWRITING II. IT IS
 DESIGNED TO BE OF A SELF-PACING
 NATURE--ONE IN WHICH THERE IS NO 149
 TIME REQUIREMENT AND IN WHICH THE

STUDENT SETS THE PACE AT WHICH HE
 WANTS TO PROGRESS. OBJECTIVES ARE
 ESTABLISHED FOR EACH LESSON AND
 SPECIFIC, DETAILED INSTRUCTIONS FOR
 EACH PART OF THE LESSON HAVE BEEN
 WRITTEN. THIS COURSE CONSISTS OF
 LESSONS 45-87 OF COLLEGE
 TYPEWRITING, 8TH EDITION, BY
 LESSENBERRY, WANOUS, AND DUNCAN,
 PUBLISHED BY SOUTH-WESTERN
 PUBLISHING COMPANY. IN ADDITION TO
 THE TEXTBOOK, LABORATORY MATERIALS
 FOR DIVISION 1 AND 2 MUST ALSO BE
 PURCHASED. TOPICS COVERED INCLUDE:
 TABULATION AND WORD DIVISION,
 BUSINESS LETTERS, AND OUTLINES AND
 MANUSCRIPTS. PRODUCTION TESTS AND
 THEORY QUIZZES ARE PROVIDED AFTER
 EACH UNIT. (KB)

VT 101 487

MASON, EMMETT E., ED.
 VOCATIONAL TEACHER EDUCATION AT
 CENTRAL MICHIGAN UNIVERSITY. ANNUAL
 REPORT 1973-1974.

CENTRAL MICHIGAN UNIV., MOUNT
 PLEASANT.
 MF AVAILABLE IN VT-ERIC SET.
 PUB DATE - 74 65P.

DESCRIPTORS - *PERFORMANCE BASED
 TEACHER EDUCATION; *HOME ECONOMICS;
 *BUSINESS EDUCATION; *INDUSTRIAL
 EDUCATION; *COURSE OBJECTIVES;
 CURRICULUM; TEACHER EDUCATION
 CURRICULUM; VOCATIONAL EDUCATION
 TEACHERS
 IDENTIFIERS - CENTRAL MICHIGAN
 UNIVERSITY

ABSTRACT - THE PURPOSE OF THIS
 REPORT ON VOCATIONAL TEACHER
 EDUCATION AT CENTRAL MICHIGAN
 UNIVERSITY IS TO DESCRIBE
 ACTIVITIES AND PRESENT INFORMATION
 WHICH RELATES TO FUNDING OBTAINED
 FROM THE MICHIGAN STATE DEPARTMENT
 OF EDUCATION. THE MAJOR CONCERN WAS
 THE DEVELOPMENT OF A COMPETENCY
 BASED CURRICULUM WITH SETS OF
 PERFORMANCE OBJECTIVES FOR: HOME
 ECONOMICS, BUSINESS EDUCATION,
 STENOGRAPHY, SHORTHAND DICTATION,
 SHORTHAND DICTATION AND
 TRANSCRIPTION, BEGINNING
 TYPEWRITING, INTERMEDIATE
 TYPEWRITING, ADVANCE TYPEWRITING,

AND INDUSTRIAL EDUCATION. INCLUDED IN THE DOCUMENT ARE COURSE DESCRIPTIONS, PROGRAM GOALS, PERFORMANCE OBJECTIVES AND A CHECKLIST OF DUTIES AND TASKS OF A CONSUMER-HOMEMAKING TEACHER. (AUTHOR/KB)

VT 101 536

RHETT, NANCY, COMP., AND OTHERS
ABSTRACTS OF EXEMPLARY PROJECTS IN VOCATIONAL EDUCATION.

BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUN74 184P.

DESCRIPTORS - *ABSTRACTS;
*VOCATIONAL EDUCATION; *CAREER EDUCATION; DEVELOPMENTAL PROGRAMS;
*DEMONSTRATION PROJECTS

ABSTRACT - THE PURPOSE OF THE JUNE 1974 BOOKLET IS TO PROVIDE INFORMATION ON THE SECOND THREE-YEAR ROUND OF EXEMPLARY PROJECTS. THESE SECOND ROUND PROJECTS ARE UTILIZING THE SECTION 142 (C) FUNDING FOR FISCAL YEARS 1973, 1974, AND 1975. THIS BOOKLET PROVIDES OVERALL BACKGROUND INFORMATION ON THE VOCATIONAL EXEMPLARY PROJECTS, AS WELL AS AN ABSTRACT OF THE ACTIVITIES BEING UNDERTAKEN IN EACH INDIVIDUALIZED PROJECT OF THE SECOND THREE-YEAR ROUND. EACH ABSTRACT CONTAINS: ADMINISTRATIVE STRUCTURE, PROGRAM DESIGN, PROGRAM COMPONENTS, UNIQUE FEATURES, AND SITE INFORMATION. (KB)

VT 101 501

MINIMUM LEVELS OF TECHNICAL COMPETENCY STANDARDS OF BUSINESS AND OFFICE EDUCATION PROGRAMS IN NEBRASKA, JUNE 1, 1973-MAY 31, 1974. FINAL REPORT.

KEARNY STATE COLL., NEBR.
NEBRASKA STATE DEPT. OF EDUCATION, LINCOLN. DIV. OF VOCATIONAL EDUCATION.; NEBRASKA OCCUPATIONAL NEEDS RESEARCH COORDINATING UNIT, LINCOLN.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 74 103P.

DESCRIPTORS - *BUSINESS EDUCATION;
*BUSINESS EDUCATION TEACHERS;
*BUSINESS SKILLS; INSERVICE TEACHER EDUCATION; TEACHER EDUCATION CURRICULUM

ABSTRACT - A SURVEY OF BUSINESSES, TEACHERS, CURRICULUM DEVELOPMENT CONSULTANTS, AND EMPLOYEES DETERMINED THE COMPETENCIES WHICH WERE INTEGRATED INTO THE BUSINESS EDUCATION CURRICULUM GUIDES PRODUCED. GUIDES WERE IMPLEMENTED FOR THE FOLLOWING SIX AREAS OF BUSINESS EDUCATION: (1) ACCOUNTING AND COMPUTING, (2) OFFICE MACHINES AND GENERAL OFFICE CLERICAL, (3) INFORMATION COMMUNICATION, (4) STENOGRAPHIC AND SECRETARIAL, (5) SUPERVISORY AND MANAGEMENT, AND (6) TYPING AND RELATED. RESEARCH STILL NEEDS TO BE DONE ON TEACHING METHODS TO TRANSFER THE COMPETENCIES FROM THE INSTRUCTOR TO THE STUDENT. IT WAS RECOMMENDED THAT THESE GUIDES BE INCORPORATED INTO INSERVICE TRAINING FOR BUSINESS AND OFFICE EDUCATORS AND BE UPDATED PERIODICALLY WITH TRENDS IN EDUCATION AND INDUSTRY. (AUTHOR/MU)

VT 101 615

PIETERSE, CHARLES
WORLD OF WORK, VOLUME IV,
INDUSTRIOLOGY PLANBOOK. FINAL REPORT.

CONTOOCOOK VALLEY REGIONAL SCHOOL DISTRICT, PETERBOROUGH, N.H.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - JUN73 210P.

DESCRIPTORS - *PERFORMANCE CRITERIA; *LESSON PLANS;
*VOCATIONAL EDUCATION; *INDUSTRIAL EDUCATION; HOME ECONOMICS EDUCATION; HEALTH OCCUPATIONS; BUSINESS EDUCATION; *DEVELOPMENTAL PROGRAMS
IDENTIFIERS - NEW HAMPSHIRE; WORLD OF WORK

ABSTRACT - THIS DOCUMENT CONSISTS OF LESSON OUTLINES AND LISTS OF PERFORMANCE CRITERIA FOR INDUSTRIAL, HOME ECONOMICS, HEALTH, AND BUSINESS OCCUPATIONS, AMONG OTHERS. GRADES 7 AND 8 AS WELL AS FIRST AND SECOND YEAR VOCATIONAL GRADES ARE INCLUDED. NO TABLE OF CONTENTS IS PROVIDED. (LJ)

VT 101 626

TRAINING PLANS FOR COOPERATIVE OFFICE EDUCATION. A GUIDE.

VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG74 196P.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *COOPERATIVE EDUCATION; *OCCUPATIONAL CLUSTERS; *WORK EXPERIENCE PROGRAMS; *TEACHING GUIDES; JOB SKILLS; COOPERATIVE PROGRAMS; SECONDARY GRADES IDENTIFIERS - VIRGINIA

ABSTRACT - IN 36 INSERVICE WORKSHOPS, 138 COORDINATORS OF COOPERATIVE OFFICE EDUCATION IN THE SECONDARY SCHOOLS OF VIRGINIA DEVELOPED THIS SET OF TEACHING GUIDES. TASK INVENTORIES HAVE BEEN TRANSLATED INTO COMPETENCY LISTS WHICH DESCRIBE THE SKILL, KNOWLEDGE, AND ATTITUDES NEEDED FOR ENTRY AND ADVANCEMENT INTO VARIOUS OFFICE JOBS. FROM THESE, THE WORKSHOP PARTICIPANTS HAVE DEVELOPED MODEL TRAINING GUIDES FOR 15 JOB TITLES WHICH INCLUDE 90 PERCENT OF ALL THE JOBS THAT COOPERATIVE OFFICE EDUCATION STUDENTS HELD DURING THE PRECEDING 5 YEARS. EACH STUDENT ENTERS ONE OF THE FOLLOWING SIX OCCUPATIONAL CLUSTERS FOR BLOCK PROGRAMS OF CLASSWORK: (1) STENOGRAPHIC, (2) TYPEWRITING, (3) FILING, (4) CLERICAL ACCOUNTING, (5) DATA PROCESSING, AND (6) OFFICE DUPLICATION. THE STUDENT TRAINING GUIDE IS KEYED TO THE REQUIREMENT OF THE JOB AND ITS PROMOTION POTENTIAL. A TRAINING SPONSOR AT THE PLACE OF EMPLOYMENT WORKS WITH THE COORDINATOR IN DEVELOPING AND

EXECUTING THE TRAINING PLAN. AN APPENDIX TO THE GUIDE CONTAINS A SAMPLE PLAN IN A 3-COLUMN FORMAT OF EXPERIENCE NEEDED, ON THE JOB EVALUATION, AND INDIVIDUAL RELATED INSTRUCTION, AS WELL AS MODEL TRAINING GUIDES FOR THE 15 JOB TITLES, SAMPLE TRAINING AGREEMENTS, AND A MODEL PLAN FOR EACH OCCUPATIONAL CLUSTER. (AUTHOR/MJ)

VT 101 660

INTERDISCIPLINARY SUPPORT CLASSES. FINAL REPORT.

BANKS HIGH SCHOOL DISTRICT 13, OREG.

OREGON STATE DEPT. OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN74 14P.

DESCRIPTORS - *INTERDISCIPLINARY APPROACH; *CAREER EDUCATION; *BUSINESS ENGLISH; *PRACTICAL MATHEMATICS; *CLUSTER GROUPING; COURSE CONTENT; HIGH SCHOOL STUDENTS IDENTIFIERS - BANKS HIGH SCHOOL; OREGON

ABSTRACT - THE INTERDISCIPLINARY SUPPORT CLASSES PROJECT WAS STARTED AT BANKS HIGH SCHOOL, OREGON, TO PROVIDE CAREER CLUSTERS IN THE ENGLISH AND MATHEMATICS DEPARTMENTS, TO DEVELOP CROSS-CLUSTER UNITS AND SUPPORT MATERIALS, AND TO REARRANGE CLASSES FOR MORE EFFICIENT STAFF UTILIZATION THROUGH INTERDISCIPLINARY APPROACHES. TWO DIRECT SUPPORT COURSES WERE DEVELOPED IN CAREER ENGLISH AND CAREER MATH, WHICH ARE DESCRIBED IN THE REPORT. PROJECT PROCEDURES AND OUTCOMES ARE PRESENTED, AND CONTINUATION AND EXPANSION OF THE PROGRAM IS RECOMMENDED. (MF)

VT 101 756

BUSINESS AND OFFICE OCCUPATIONS FOLLOW-UP.

AUBURN UNIV., ALA. OCCUPATIONAL RESEARCH AND DEVELOPMENT UNIT.
ALABAMA STATE DEPT. OF EDUCATION,

MONTGOMERY. DIV. OF VOCATIONAL
EDUCATION.

MF AVAILABLE IN VT-ERIC SET.

R/D-19

PUB DATE - AUG74 85P.

DESCRIPTORS - *SCHOOL SURVEYS;
*GRADUATE SURVEYS; *OCCUPATIONAL
SURVEYS; *VOCATIONAL FOLLOWUP;
*OFFICE OCCUPATIONS EDUCATION;
TABLES (DATA); JOB PLACEMENT
IDENTIFIERS - ALABAMA

ABSTRACT - THIS REPORT RELATES
FINDINGS OF SURVEY INSTRUMENTS
MAILED TO THE 1971-72 BUSINESS
OFFICE AND OCCUPATIONS EDUCATION
TERMINEES FROM THE SECONDARY SCHOOL
VOCATIONAL PROGRAM IN ALABAMA.
INFORMATION RELATING TO THE
BUSINESS AND OFFICE EDUCATION
VOCATIONAL PROGRAM INCLUDED THE
INFLUENCES ON THE STUDENTS OF
COURSE WORK AND INDIVIDUALS; THE
TERMINEES' OPINION OF THE PROGRAM
TEACHER JOB PREPARATION, SCHOOL
FACILITIES AND COOPERATIVE
PROGRAMS; THE CURRENT EMPLOYMENT
STATUS AND SALARY; AND INFORMATION
ON THE CONTINUING EDUCATION AND JOB
PLACEMENT SERVICE MADE USE OF. A
TOTAL OF 35 TABLES PRESENT THE
DATA. NO SUMMARY, CONCLUSIONS, OR
RECOMMENDATIONS ARE MADE. AN
APPENDIX CONTAINS TABLES LISTING
JOB TITLES, AS THE TERMINEES
REPORTED THEM, OF FIRST JOBS AND
PRESENT JOBS. (AUTHOR/MU)

VT 101 766

SIGGINS, DENNIS
RECOMMENDATIONS FOR THE OPERATION
OF A MOBILE BUSINESS EDUCATION
INSTRUCTIONAL MATERIALS RESOURCE
CENTER.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - SEP74 142P.; M.A.
THESIS, CALIFORNIA STATE UNIV., LOS
ANGELES.

DESCRIPTORS - *MOBILE LABORATORIES;
*BUSINESS EDUCATION; *RESOURCE
CENTERS; *USE STUDIES; *INFORMATION
DISSEMINATION; RESOURCE MATERIALS;
INFORMATION UTILIZATION; MASTERS
THESES

ABSTRACT - TO DETERMINE PROCEDURES
AND TO MAKE RECOMMENDATIONS FOR
IMPROVING THE OPERATION OF A MOBILE
LABORATORY USED FOR DISSEMINATION
OF NON-COMMERCIALY PREPARED
RESOURCE MATERIALS, QUESTIONNAIRES
WERE SENT TO 400 TEACHERS WHO HAD
USED THE LABORATORY. FINDINGS
SHOWED THAT TEACHERS USED OFTENEST
THE MATERIALS IN TYPEWRITING,
BOOKKEEPING, DISTRIBUTIVE
EDUCATION, JOB APPLICATIONS, AND
MAKING CHANGE; AND THAT THE
MATERIALS WERE USED AS A RESOURCE
INFORMATION IN INDIVIDUALIZED
INSTRUCTION. THE AVERAGE TIME SPENT
IN THE LABORATORY WAS 57 MINUTES
PER TEACHER. TEACHERS SAID THAT
THEY DESIRED ONE WEEK OR MORE OF
NOTIFICATION BEFORE THE ARRIVAL OF
THE LABORATORY. CONCLUSIONS BASED
ON FINDINGS WERE THAT THE MOBILE
LABORATORY WAS AN ORGANIZED AND
EFFECTIVE PROGRAM OVERWHELMINGLY
ACCEPTED BY EDUCATORS.
RECOMMENDATIONS WERE TO CONTINUE
THE OPERATION; TO SCHEDULE THE
LABORATORY IN INDIVIDUAL SCHOOLS,
IF POSSIBLE AT TWO SCHOOLS PER DAY,
AND TO ADD A VARIETY OF MULTIMEDIA
INCLUDING SLIDES, TAPES,
FILMSTRIPS, AND TRANSPARENCIES.
(AUTHOR/MU)

VT 101 771

FULLER, ROBERT W., AND OTHERS
FIELD TEST REPORT OF A CAREER-
ORIENTED, PEER-INSTRUCTIONAL MODEL
IN THE OFFICE CLUSTER OF BUSINESS
OCCUPATIONS AT THE CLOVIS ADULT
SCHOOL OF BUSINESS.

CLOVIS UNIFIED SCHOOL DISTRICT,
CALIF.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 95P.

DESCRIPTORS - *PROGRAM EVALUATION;
*INDIVIDUALIZED PROGRAMS; *ON THE
JOB TRAINING; *ADULT VOCATIONAL
EDUCATION; *OFFICE OCCUPATIONS
EDUCATION
IDENTIFIERS - CLOVIS ADULT SCHOOL
OF BUSINESS; CALIFORNIA

ABSTRACT - TO FIELD TEST AN
INDIVIDUALIZED INSTRUCTIONAL
PROGRAM WHICH WAS USED AT THE

CLOVIS ADULT SCHOOL OF BUSINESS IN CALIFORNIA AND HAD BEEN DESIGNED BY THE HUMAN RESOURCES RESEARCH ORGANIZATION (HUMRRO), AN EVALUATION OF THE PROGRAM EXAMINED TEACHING MATERIALS, STUDENT WORK, TEACHER ATTITUDES, STUDENT ATTITUDES, ENROLLMENT, AND PLACEMENT. THE PROGRAM WAS NOT OF A SPECIFIC VOCATION BUT DESIGNATED A TRAINING ACTIVITY WHICH COULD BE CARRIED OUT AT THE JOB STATION. HUMRRO MATERIAL CONTAINED BOTH TEST CHECKLISTS AND A PEER INSTRUCTOR'S GUIDE. NO CONTROL GROUP WAS AVAILABLE FOR COMPARISONS OF PROGRAM EFFECTIVENESS BUT FROM THE POSITIVE ATTITUDES OF STUDENTS, BUSINESS PEOPLE AND EDUCATORS, IT WAS FELT THAT A COMBINATION OF JOB STATIONS UTILIZING PEER INSTRUCTORS WAS A MORE EFFECTIVE APPROACH THAN TRYING TO RELATE ALL SKILL TRAINING TO A SPECIFIC JOB TRAINING STATION. SAMPLES OF THE COMPETENCY MODELS OF THE PROGRAM ARE APPENDED. (AUTHOR/MU)

VT 101 791

SELF-INSTRUCTIONAL COURSE IN BEGINNING TYPEWRITER.

LENOIR COMMUNITY COLL., KINGSTON, N.C.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 105P.;
RELATED DOCUMENT SEE VT 101 477,
VOLUME 8, NUMBER 2.

DESCRIPTORS - *TYPEWRITING;
*TYPISTS; *OFFICE OCCUPATIONS
EDUCATION; *AUTOINSTRUCTIONAL AIDS;
COURSE CONTENT

ABSTRACT - INTENDED FOR USE WITH TEXTBOOK AND TAPES, THIS BEGINNING COURSE IN TYPEWRITING IS DESIGNED FOR STUDENTS TO USE IN A SELF-INSTRUCTIONAL COURSE WITH THE STUDENT SETTING THE PACE. LESSONS ONE THROUGH 50 COVER THE TOPICS BEGINNING WITH LEARNING THE LETTER KEYS, ACHIEVING TYPEWRITING EASE, AND LEARNING TO TYPE SYMBOLS AND FRACTIONS, TO THE PLACEMENT OF MEMOS AND POST CARDS, TABULATION, WORD DIVISION, REPORTS, AND

BUSINESS LETTERS. THE DOCUMENT WHICH PRESENTS LESSONS 45 THROUGH 87 IS AVAILABLE AS VT 101 477 IN AIM/ARM VOL. 8, NO. 2. (MU)

VT 101 801

PROJECT REAL: RELEVANT EDUCATION, ACTIVITY CENTERED LEARNING. EXPLORING THE WORLD OF CAREERS, GRADES 7 & 8. SUPPLEMENT TO TEACHERS' GUIDE; INSTRUCTIONAL UNITS.

NEWPORT INDEPENDENT SCHOOL DISTRICT, KY.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *ACTIVITY UNITS;
*CAREERS; *GRADE 7; *GRADE 8;
TEACHING GUIDES
IDENTIFIERS - PROJECT REAL;
NEWPORT; KENTUCKY

ABSTRACT - THIS TEACHERS' GUIDE SUPPLEMENT PRESENTS SUBJECT AREA UNITS IN SEVEN OCCUPATIONAL CLUSTERS: COMMUNICATIONS AND MEDIA OCCUPATIONS - ENGLISH; TRANSPORTATION - SOCIAL STUDIES; BUSINESS AND OFFICE OCCUPATIONS - ENGLISH (BUSINESS LETTERS); FINE ARTS AND HUMANITIES - ENGLISH; CONSUMER AND HOMEMAKING RELATED OCCUPATIONS - HOME ECONOMICS; HOSPITALITY AND RECREATION OCCUPATIONS - LANGUAGE ARTS; HEALTH OCCUPATIONS - HEALTH ILLUSTRATIONS (ART); AND AGRIBUSINESS AND NATURAL RESOURCES - SCIENCE. EACH UNIT INCLUDES AIM, CONCEPTS, BEHAVIORAL OBJECTIVES, ACTIVITIES AND MATERIALS, EVALUATION, SUGGESTED RESOURCE PEOPLE AND FIELD TRIPS, AND BIBLIOGRAPHY. (MF)

VT 101 804

BUSINESS DATA PROCESSING. A TEACHER'S GUIDE.

VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP74 196P.

DESCRIPTORS - *ELECTRONIC DATA PROCESSING; *BUSINESS EDUCATION;

*COMPUTER ORIENTED PROGRAMS;
PROGRAMING LANGUAGES; INPUT OUTPUT
DEVICES; *STATE CURRICULUM GUIDES;
SECONDARY GRADES; *TEACHING GUIDES
IDENTIFIERS - *VIRGINIA

ABSTRACT - THIS CURRICULUM GUIDE
HAS BEEN PREPARED TO SERVE AS AN
AID TO BUSINESS TEACHERS IN
VIRGINIA IN PLANNING, EXECUTING,
AND EVALUATING THE TEACHING AND
LEARNING PROCESSES IN BUSINESS DATA
PROCESSING. BECAUSE DATA PROCESSING
PROGRAMS VARY WIDELY AMONG HIGH
SCHOOLS, EVERY EFFORT HAS BEEN MADE
TO PRODUCE A COURSE OF STUDY WHICH
COULD BE ADAPTED TO AS MANY AS
POSSIBLE. FOR THOSE SCHOOLS
OFFERING COURSES USING UNIT RECORD
EQUIPMENT THERE IS A DETAILED
SECTION COVERING ALL ASPECTS OF
WIRING AND OPERATION. FOR THOSE
USING COMPUTERS, TWO SECTIONS
OUTLINE THE PROGRAMMING LANGUAGES
OF COBOL (COMMON BUSINESS ORIENTED
LANGUAGE) AND RPG (REPORT PROGRAM
GENERATOR). IN ADDITION TO THE
OUTLINES, NARRATIVE EXPLANATIONS
AND PROBLEM EXERCISES ARE
PRESENTED. (AUTHOR/MF)

VT 101 811
BOWLING GREEN CAREER EDUCATION
MANUAL FOR TEACHERS, COUNSELORS AND
ADMINISTRATORS.

BOWLING GREEN INDEPENDENT SCHOOL
DISTRICT, KY.
KENTUCKY STATE DEPT. OF EDUCATION,
FRANKFORT. BUREAU OF VOCATIONAL
EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74 109P.

DESCRIPTORS - *MANUALS; *CAREER
EDUCATION; *PROGRAM DEVELOPMENT;
*EDUCATIONAL PROGRAMS; TEACHING
GUIDES; ADMINISTRATOR GUIDES;
COUNSELOR FUNCTIONS; *RESOURCE
UNITS
IDENTIFIERS - *BOWLING GREEN;
KENTUCKY

ABSTRACT - THE SUBSTANCE OF THIS
MANUAL CENTERS ON THE DESIGN,
DEVELOPMENT, AND IMPLEMENTATION OF
CAREER EDUCATION INTO THE
EDUCATIONAL PROGRAMS OF BOWLING

GREEN, KENTUCKY. IT IS BASED ON THE
EFFORTS AND EXPERIENCES OF THE
BOWLING GREEN STAFF THROUGH A
THREE-YEAR DEVELOPMENTAL PROCESS
INVOLVING EVERY TEACHER, GUIDANCE
COUNSELOR, AND ADMINISTRATOR.
SECTIONS INCLUDE CAREER EDUCATION
ELEMENTS, ORGANIZATION, JOB
CLUSTERS, UNIT WRITING, ELEMENTARY
LEVEL, JUNIOR HIGH UNITS, AND HIGH
SCHOOL ACADEMIC PROGRAM. THE
APPENDIX CONTAINS SURVEY FORMS,
HIGH SCHOOL PROGRAMS OF STUDY, AND
BIBLIOGRAPHY. (MF)

VT 101 819
CATALOG OF COURSES. TRAINING
POLICIES AND PROCEDURES. ANNUAL
SURVEY OF TRAINING NEEDS. IN-HOUSE,
INTERAGENCY AND NON-GOVERNMENT
COURSES.

BUREAU OF RECLAMATION (DEPT. OF
INTERIOR), DENVER, COLO.
ENGINEERING AND RESEARCH CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN73 66P.

DESCRIPTORS - *JOB TRAINING;
*GOVERNMENT EMPLOYEES; FEDERAL
GOVERNMENT; *COURSE DESCRIPTIONS;
CATALOGS; *INSERVICE PROGRAMS; *OFF
THE JOB TRAINING; EXTENSION
EDUCATION; PERSONNEL POLICY

ABSTRACT - THE GOVERNMENT EMPLOYEES
TRAINING ACT PROVIDES FOR
GOVERNMENT-PAID, ON GOVERNMENT
TIME, TRAINING FOR FEDERAL
EMPLOYEES -- INSERVICE,
INTERAGENCY, OR NON-GOVERNMENT.
THIS DOCUMENT DESCRIBES THE TYPE OF
TRAINING AVAILABLE FOR EMPLOYEES OF
THE ENGINEERING AND RESEARCH CENTER
OF THE BUREAU OF RECLAMATION AT
DENVER. SECTION I PRESENTS THE
TRAINING ACTIVITIES GUIDE AND
TRAINING POLICIES AND PROCEDURES.
SECTION II GIVES MANAGEMENT
PROCEDURES FOR CONDUCTING THE 1973
ANNUAL SURVEY OF TRAINING NEEDS.
ENROLLMENT PROCEDURES AND TRAINING
RECORD ARE IN SECTION III. SECTIONS
IV AND V SUPPLY COURSE INFORMATION
IN NINE CATEGORIES: SUPERVISORY AND
MANAGEMENT; TECHNICAL, SCIENTIFIC,
AND PROFESSIONAL; COMMUNICATION
SKILLS; CLERICAL AND OFFICE; TRADES

AND CRAFTS; SAFETY MANAGEMENT; FIRST AID, LIFESAVING, ETC.; ORIENTATION; AND OTHER. MOST OF THE TRAINING PARTICIPATED IN BY EMPLOYEES OF THE DENVER CENTER FALL INTO THE FIRST THREE CATEGORIES. (MF)

VT 101 824

WAHONICK, RONALD, AND OTHERS
AN ANALYSIS OF THE PERSONAL
MANAGING OCCUPATION. (PERSONNEL
MANAGER)

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 288P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 AND VT 101 825 THRU 874.

DESCRIPTORS - *TASK ANALYSIS;
*PERSONNEL MANAGEMENT; *PERSONNEL
DIRECTORS; *JOB SKILLS;
*OCCUPATIONAL INFORMATION; TASK
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL
ANALYSIS PROJECT WAS CONDUCTED FROM
JUNE 1, 1973 TO DECEMBER 30, 1974
TO TRAIN VOCATIONAL TEACHERS IN THE
TECHNIQUES OF MAKING A
COMPREHENSIVE OCCUPATIONAL
ANALYSIS. EACH ANALYSIS INCLUDES A
STATEMENT OF THE VARIOUS TASKS
PERFORMED IN AN OCCUPATION, WITH
THE APPROPRIATE ITEMS IDENTIFIED
FOR EACH TASK: TOOLS AND EQUIPMENT,
PROCEDURAL KNOWLEDGE, SAFETY
KNOWLEDGE, MATHEMATICS SKILLS, AND
SCIENCE AND COMMUNICATION NEEDED
FOR SUCCESSFUL PERFORMANCE. THE
ANALYSIS DATA PROVIDED A BASIS FOR
GENERATING INSTRUCTIONAL MATERIALS,
COURSE OUTLINES, STUDENT
PERFORMANCE OBJECTIVES, CRITERION
MEASURES, AND SUPPORTING SKILLS IN
THE ACADEMIC AREAS. THIS VOLUME
DESCRIBES THE DUTIES PERFORMED BY A
PERSONNEL MANAGER IN INDUSTRY. THE
NATURE OF PERSONNEL WORK DIFFERS
WIDELY WITH THE SIZE AND NEEDS OF
INDIVIDUAL COMPANIES, SO TASKS
INCLUDED ARE THOSE THOUGHT TO BE
COMMON TO MOST COMPANIES. 155

(AUTHOR/MF)

VT 101 828

DIPLACIDO, PAT E., AND OTHERS
AN ANALYSIS OF THE SMALL BUSINESS
MANAGING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 238P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 827 AND VT
101 829 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
MANAGERIAL OCCUPATIONS; *BUSINESS
ADMINISTRATION; *JOB SKILLS;
*OCCUPATIONAL INFORMATION; TASK
PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *ENTREPRENEURS

ABSTRACT - THE OCCUPATIONAL
ANALYSIS PROJECT WAS CONDUCTED FROM
JUNE 1, 1973 TO DECEMBER 30, 1974
TO TRAIN VOCATIONAL TEACHERS IN THE
TECHNIQUES OF MAKING A
COMPREHENSIVE OCCUPATIONAL
ANALYSIS. EACH ANALYSIS INCLUDES A
STATEMENT OF THE VARIOUS TASKS
PERFORMED IN AN OCCUPATION, WITH
THE APPROPRIATE ITEMS IDENTIFIED
FOR EACH TASK: TOOLS AND EQUIPMENT,
PROCEDURAL KNOWLEDGE, SAFETY
KNOWLEDGE, MATHEMATICS SKILLS, AND
SCIENCE AND COMMUNICATION NEEDED
FOR SUCCESSFUL PERFORMANCE. THE
ANALYSIS DATA PROVIDED A BASIS FOR
GENERATING INSTRUCTIONAL MATERIALS,
COURSE OUTLINES, STUDENT
PERFORMANCE OBJECTIVES, CRITERION
MEASURES, AND SUPPORTING SKILLS IN
THE ACADEMIC AREAS. THE DUTIES OF A
SMALL BUSINESS MANAGER WHO IS
RESPONSIBLE FOR THE OPERATION OF AN
INDIVIDUALLY OWNED SMALL BUSINESS
ARE DESCRIBED IN THIS VOLUME.
DUTIES WOULD BE PREDOMINANTLY
SUPERVISION AND MANAGEMENT,
DEPENDING ON THE SIZE AND NATURE OF
THE BUSINESS. (AUTHOR/MF)

VT 101 829

ABELL, GEORGE H., AND OTHERS
AN ANALYSIS OF THE TERMINAL

CLERKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 180P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 828 AND VT
101 830 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*CLERICAL OCCUPATIONS;
TRANSPORTATION; *SERVICE VEHICLES;
DELIVERY SYSTEMS; *JOB SKILLS;
*OCCUPATIONAL INFORMATION; TASK
PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *TRUCKING INDUSTRY

ABSTRACT - THE OCCUPATIONAL
ANALYSIS PROJECT WAS CONDUCTED FROM
JUNE 1, 1973 TO DECEMBER 30, 1974
TO TRAIN VOCATIONAL TEACHERS IN THE
TECHNIQUES OF MAKING A
COMPREHENSIVE OCCUPATIONAL
ANALYSIS. EACH ANALYSIS INCLUDES A
STATEMENT OF THE VARIOUS TASKS
PERFORMED IN AN OCCUPATION, WITH
THE APPROPRIATE ITEMS IDENTIFIED
FOR EACH TASK: TOOLS AND EQUIPMENT,
PROCEDURAL KNOWLEDGE, SAFETY
KNOWLEDGE, MATHEMATICS SKILLS, AND
SCIENCE AND COMMUNICATION NEEDED
FOR SUCCESSFUL PERFORMANCE. THE
ANALYSIS DATA PROVIDED A BASIS FOR
GENERATING INSTRUCTIONAL MATERIALS,
COURSE OUTLINES, STUDENT
PERFORMANCE OBJECTIVES, CRITERION
MEASURES, AND SUPPORTING SKILLS IN
THE ACADEMIC AREAS. THE CLERICAL
FUNCTION DESCRIBED IN THIS VOLUME
IS THAT OF TERMINAL CLERK IN A
MOTOR FREIGHT TERMINAL. ALTHOUGH
INDIVIDUAL TASKS MAY DIFFER, THE
BASIC FUNCTIONS OF RECORDKEEPING,
DISPATCHING, TRACING, CASHIERING,
BILLING, AND CUSTOMER SERVICE ARE
FOUND IN ALL AREAS OF THE
TRANSPORTATION INDUSTRY.
(AUTHOR/MF)

VT 101 835

SIX, JOSEPH E., JR.
AN ANALYSIS OF THE BILLING AND
BOOKKEEPING MACHINE OPERATING
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 214P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 834 AND VT
101 836 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*OFFICE MACHINES; BOOKKEEPING; *JOB
SKILLS; *OCCUPATIONAL INFORMATION;
TASK PERFORMANCE; EQUIPMENT
UTILIZATION

ABSTRACT - THE OCCUPATIONAL
ANALYSIS PROJECT WAS CONDUCTED FROM
JUNE 1, 1973 TO DECEMBER 30, 1974
TO TRAIN VOCATIONAL TEACHERS IN THE
TECHNIQUES OF MAKING A
COMPREHENSIVE OCCUPATIONAL
ANALYSIS. EACH ANALYSIS INCLUDES A
STATEMENT OF THE VARIOUS TASKS
PERFORMED IN AN OCCUPATION, WITH
THE APPROPRIATE ITEMS IDENTIFIED
FOR EACH TASK: TOOLS AND EQUIPMENT,
PROCEDURAL KNOWLEDGE, SAFETY
KNOWLEDGE, MATHEMATICS SKILLS, AND
SCIENCE AND COMMUNICATION NEEDED
FOR SUCCESSFUL PERFORMANCE. THE
ANALYSIS DATA PROVIDED A BASIS FOR
GENERATING INSTRUCTIONAL MATERIALS,
COURSE OUTLINES, STUDENT
PERFORMANCE OBJECTIVES, CRITERION
MEASURES, AND SUPPORTING SKILLS IN
THE ACADEMIC AREAS. TASKS RELATED
TO THE OPERATION OF THE BOOKKEEPING
MACHINE ARE DESCRIBED IN THIS
VOLUME. AS SUCH MACHINES RANGE FROM
SIMPLE MECHANICAL MODELS TO HIGHLY
SOPHISTICATED ELECTRONIC SYSTEMS,
THE ANALYSIS IS WRITTEN IN GENERAL
TERMS TO SERVE AS A STARTING POINT
FOR DIFFERENT SCHOOL PROGRAMS.
(AUTHOR/MF)

VT 101 836

BRAYNT, EYRIS, AND OTHERS
AN ANALYSIS OF THE DATA PROCESSING
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),

WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 198P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 835 AND VT
101 837 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *DATA
PROCESSING OCCUPATIONS; *JOB
SKILLS; *OCCUPATIONAL INFORMATION;
TASK PERFORMANCE; EQUIPMENT
UTILIZATION

ABSTRACT - THE OCCUPATIONAL
ANALYSIS PROJECT WAS CONDUCTED FROM
JUNE 1, 1973 TO DECEMBER 30, 1974
TO TRAIN VOCATIONAL TEACHERS IN THE
TECHNIQUES OF MAKING A
COMPREHENSIVE OCCUPATIONAL
ANALYSIS. EACH ANALYSIS INCLUDES A
STATEMENT OF THE VARIOUS TASKS
PERFORMED IN AN OCCUPATION, WITH
THE APPROPRIATE ITEMS IDENTIFIED
FOR EACH TASK: TOOLS AND EQUIPMENT,
PROCEDURAL KNOWLEDGE, SAFETY
KNOWLEDGE, MATHEMATICS SKILLS, AND
SCIENCE AND COMMUNICATION NEEDED
FOR SUCCESSFUL PERFORMANCE. THE
ANALYSIS DATA PROVIDED A BASIS FOR
GENERATING INSTRUCTIONAL MATERIALS,
COURSE OUTLINES, STUDENT
PERFORMANCE OBJECTIVES, CRITERION
MEASURES, AND SUPPORTING SKILLS IN
THE ACADEMIC AREAS. THIS VOLUME
PRESENTS TASK STATEMENTS FOR ENTRY
LEVEL POSITIONS IN THE FIELD OF
BUSINESS DATA PROCESSING.
(AUTHOR/MF)

VT 101 837

HARNISH, RONALD, AND OTHERS
AN ANALYSIS OF THE BOOKKEEPING
OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 154P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 836 AND VT
101 838 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*BOOKKEEPING; *ACCOUNTING; *JOB
SKILLS; *OCCUPATIONAL INFORMATION;

TASK PERFORMANCE; EQUIPMENT
UTILIZATION

ABSTRACT - THE OCCUPATIONAL
ANALYSIS PROJECT WAS CONDUCTED FROM
JUNE 1, 1973 TO DECEMBER 30, 1974
TO TRAIN VOCATIONAL TEACHERS IN THE
TECHNIQUES OF MAKING A
COMPREHENSIVE OCCUPATIONAL
ANALYSIS. EACH ANALYSIS INCLUDES A
STATEMENT OF THE VARIOUS TASKS
PERFORMED IN AN OCCUPATION, WITH
THE APPROPRIATE ITEMS IDENTIFIED
FOR EACH TASK: TOOLS AND EQUIPMENT,
PROCEDURAL KNOWLEDGE, SAFETY
KNOWLEDGE, MATHEMATICS SKILLS, AND
SCIENCE AND COMMUNICATION NEEDED
FOR SUCCESSFUL PERFORMANCE. THE
ANALYSIS DATA PROVIDED A BASIS FOR
GENERATING INSTRUCTIONAL MATERIALS,
COURSE OUTLINES, STUDENT
PERFORMANCE OBJECTIVES, CRITERION
MEASURES, AND SUPPORTING SKILLS IN
THE ACADEMIC AREAS. DUTIES RANGING
FROM PREPARING A PAYROLL TO
ASSISTING IN PREPARATION OF
FINANCIAL STATEMENTS ARE INCLUDED
IN THIS VOLUME ANALYZING THE
BOOKKEEPING OCCUPATION. (AUTHOR/MF)

VT 101 862

HOSKINSON, KAREN; THOMPSON, DORRIS
R.
AN ANALYSIS OF THE ADMINISTRATIVE
ASSISTING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE
AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 128P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 861 AND VT
101 863 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*OFFICE MANAGEMENT; ADMINISTRATIVE
PERSONNEL; CLERICAL OCCUPATIONS;
*JOB SKILLS; *OCCUPATIONAL
INFORMATION; TASK PERFORMANCE;
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL
ANALYSIS PROJECT WAS CONDUCTED FROM
JUNE 1, 1973 TO DECEMBER 30, 1974
TO TRAIN VOCATIONAL TEACHERS IN THE

TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE ADMINISTRATIVE ASSISTANT OCCUPATION, THE DUTIES OF WHICH RANGE FROM CLERICAL TO SUPERVISORY. AS THE TITLE IS AMBIGUOUS, THIS ANALYSIS VIEWS THE JOB AS AIDING THE EXECUTIVE IN OFFICE FUNCTIONS. (AUTHOR/MF)

VT 101 864

RIDENER, NORMA A., AND OTHERS
AN ANALYSIS OF THE MEDICAL RECORDS CLERKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 218P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 863 AND VT
101 865 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*MEDICAL RECORD TECHNICIANS; *JOB
SKILLS; *OCCUPATIONAL INFORMATION;
TASK PERFORMANCE; EQUIPMENT
UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT,

PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. TASKS OF A MEDICAL RECORDS CLERK ARE ANALYZED IN THIS VOLUME. AS THESE TASKS VARY ACCORDING TO THE TYPE OF EMPLOYMENT, TASK STATEMENTS WERE GENERALIZED TO FIT A WIDE RANGE OF MEDICAL FACILITIES. (AUTHOR/MF)

VT 101 865

PEAL, SHARYN; ROSE, VIRGINIA
AN ANALYSIS OF THE PAYROLL CLERKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 272P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 864 AND VT
101 866 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*PAYROLL RECORDS; *CLERICAL
WORKERS; *JOB SKILLS; *OCCUPATIONAL
INFORMATION; TASK PERFORMANCE;
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION

MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. IN THIS VOLUME DUTIES OF A PAYROLL CLERK ARE ANALYZED. TASK ANALYSIS IS BASED ON PAYROLL TASKS DONE BY THE MANUAL METHOD RATHER THAN BY COMPUTER. (AUTHOR/MF)

VT 101 866

MURPHY, JUDY K., AND OTHERS
AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 196P.; SEE
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VT 101 823 THRU VT 101 865 AND VT
101 867 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*TEACHER AIDES; *SCHOOL AIDES;
SECONDARY SCHOOLS; CLERICAL
WORKERS; *JOB SKILLS; *OCCUPATIONAL
INFORMATION; TASK PERFORMANCE;
EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS OF THE SECONDARY CLERICAL TEACHER'S AIDE, WHO MAY PERFORM A VARIETY OF CLERICAL DUTIES IN VARIOUS SCHOOL DEPARTMENTS AND OFFICES AS WELL AS ASSIST THE TEACHER WITH

NONPROFESSIONAL DUTIES. (AUTHOR/MF)

VT 101 867

KNUPKE, LUCILLE M., AND OTHERS
AN ANALYSIS OF THE WORD PROCESSING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 248P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 101 823 THRU VT 101 866 AND VT
101 868 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS;
*BUSINESS CORRESPONDENCE; *OFFICE
OCCUPATIONS; DOCUMENTATION; OFFICE
MACHINES; *JOB SKILLS;
*OCCUPATIONAL INFORMATION; TASK
PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS PERFORMED IN WORD PROCESSING BY QUALIFIED WORKERS IN ENTRY-LEVEL AND ADVANCED POSITIONS. WORD PROCESSING INVOLVES HANDLING A WIDE VARIETY OF DOCUMENTS AND MACHINES WITHIN AN OFFICE TO PRODUCE THE MOST WORK IN THE LEAST TIME. (AUTHOR/MF)

VT 101 901

A HANDBOOK FOR COOPERATIVE
EDUCATION STUDENTS.

BREVARD COMMUNITY COLL., COCOA, FLA.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 26P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *COMMUNITY COLLEGES; *PROGRAM GUIDES
IDENTIFIERS - FLORIDA; BREVARD COMMUNITY COLLEGE

ABSTRACT - WHILE THE INFORMATION IN THIS HANDBOOK IS AIMED PRIMARILY AT INFORMING THE STUDENT, IT IS INTENDED TO SERVE AS A CONTINUING GUIDE TO THE THREE PARTNERS OF COOPERATIVE EDUCATION--STUDENTS, EMPLOYERS, AND THE COLLEGE. THE CONTENTS INCLUDE DESCRIPTIONS OF COOPERATIVE EDUCATION IN GENERAL, THE SPECIFIC COOPERATIVE EDUCATION PROGRAM AT BREVARD COMMUNITY COLLEGE, THE COOPERATIVE TRAINING ASSIGNMENT, AND COOPERATIVE EDUCATION POLICIES AS WELL AS HINTS TO STUDENTS. APPENDED ARE APPLICATION AND ASSIGNMENT FORMS USED IN THE PROGRAM. (AUTHOR/LJ)

VT 101 947

ROWE, JOHN L.

THE DEVELOPMENT OF TEACHING UNITS FOR OFFICE EDUCATION SIMULATED PROGRAMS FOR USE IN THE STATE OF NORTH DAKOTA. FINAL REPORT.

NORTH DAKOTA UNIV., GRAND FORKS. DEPT. OF BUSINESS AND VOCATIONAL EDUCATION.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15JUN73 61P.; SEE RELATED DOCUMENT VT 101 948 IN THIS ISSUE.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *DEVELOPMENTAL PROGRAMS; INSTRUCTIONAL MATERIALS; *OFFICE OCCUPATIONS; *MODELS; *OCCUPATIONAL CLUSTERS; SURVEYS; QUESTIONNAIRES
IDENTIFIERS - NORTH DAKOTA

ABSTRACT - THE PURPOSE OF THIS EXEMPLARY PROJECT IN VOCATIONAL

EDUCATION FOR THE STATE OF NORTH DAKOTA WAS TO DEVELOP SIMULATED OFFICE EDUCATION MATERIALS FOR USE IN BUSINESS AND VOCATIONAL OFFICE EDUCATION PROGRAMS. THE PROJECT PERIOD WAS FROM SEPTEMBER 1970 THROUGH JUNE 1973. "OCCUPATIONAL MODELS" WAS SELECTED AS THE IDENTIFYING NAME FOR THE CONCEPT DEVELOPED. EACH OF THE 24 MODELS CONTAINS TWO KITS, ONE FOR THE STUDENT-EMPLOYEE AND ONE FOR THE TEACHER-SUPERVISOR. A TEACHER'S MANUAL WAS WRITTEN TO ACCOMPANY THE MODELS. THESE 49 ITEMS COMPRISE THE LIBRARY OF NORTH DAKOTA OCCUPATIONAL/MODELS. OCCUPATIONAL MODELS ARE SELF-CONTAINED INSTRUCTIONAL PACKETS DEVELOPED FROM ACTUAL OFFICES TO DUPLICATE MANY OF THE SITUATIONS AND ACTIVITIES INVOLVING THE OFFICE EMPLOYEE. THEY PROVIDE A REALISTIC EDUCATIONAL EXPERIENCE FOR STUDENTS AND ALLOW THEM TO EXPLORE A VARIETY OF OFFICE CAREERS. THE THREE PHASES OF THE PROJECT--ORGANIZATION, DEVELOPMENT, AND DISTRIBUTION--ARE DESCRIBED IN THE REPORT, AS ARE SURVEYS MADE OF EMPLOYERS, EMPLOYEES, TEACHERS, AND STUDENTS. (MF)

VT 101 948

NORTH DAKOTA OCCUPATIONAL MODELS: A CAREER CLUSTER CONCEPT. A HANDBOOK FOR NORTH DAKOTA VOCATIONAL OFFICE EDUCATION TEACHER-COORDINATORS.

NORTH DAKOTA UNIV., GRAND FORKS. DEPT. OF BUSINESS AND VOCATIONAL EDUCATION.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.

PUB DATE - 73 105P.; SEE RELATED DOCUMENT VT 101 947 IN THIS ISSUE.

DESCRIPTORS - *OFFICE OCCUPATIONS EDUCATION; *TEACHING GUIDES; BUSINESS EDUCATION TEACHERS; *OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; *MODELS; SIMULATION; TESTING
IDENTIFIERS - NORTH DAKOTA

ABSTRACT - NORTH DAKOTA
OCCUPATIONAL MODELS WERE DEVELOPED FROM ACTUAL OFFICES AND BUSINESSES IN THE STATE TO DUPLICATE REAL JOBS AND MATERIALS IN SUCH A MANNER THAT STUDENTS COULD WORK SEMI-INDEPENDENTLY. THE POSITION SIMULATION PACKETS PERMIT THE OCCUPATIONAL MODEL TO SUBSTITUTE FOR OR ENRICH THE COOPERATIVE OFFICE EXPERIENCE. A VARIETY OF SUGGESTIONS FOR ORIENTATION, CAREER EXPLORATION, AND IMPLEMENTATION OF THE MODEL PLAN ARE PRESENTED IN THIS TEACHERS' MANUAL. EACH ACTIVITY CITED HAS BEEN TESTED AND FOUND EFFECTIVE IN SCHOOL USE. FORMS AND EXAMPLES ARE INCLUDED FOR ORIENTATION, PUBLIC RELATIONS, EVALUATION, AND SIMULATION (INTERNAL OFFICE PROCEDURES). (MF)

VT 101 969

CARVER, JEANNE, AND OTHERS
JOB EXPLORATION AND MACHINE SKILLS. CURRICULUM GUIDE AND COURSE OUTLINE.

ARIZONA STATE DEPT. OF EDUCATION, PHOENIX.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - JUN73 195P.

DESCRIPTORS - *CURRICULUM GUIDES;
*BUSINESS EDUCATION; *TYPEWRITING;
*OFFICE MACHINES; GRADE 10;
PREVOCATIONAL EDUCATION; OFFICE OCCUPATIONS EDUCATION; SALES OCCUPATIONS
IDENTIFIERS - *CAREER EXPLORATION

ABSTRACT - THIS PRE-VOCATIONAL COURSE IN BUSINESS EDUCATION IS DESIGNED TO ENABLE THE SOPHOMORE STUDENT TO COMPLETE A FULL YEAR OF TYPEWRITING, EXPLORE CAREERS IN BUSINESS, AND GAIN BEGINNING SKILLS FOR BUSINESS JOBS. THE TWELVE UNIT COURSE INCLUDES UNITS ON DATA PROCESSING OCCUPATIONS, BUSINESS MATH, AND THE OPERATION OF SALES AND OFFICE MACHINES. A JOB ORIENTATION UNIT PROVIDES PRACTICE IN JOB-FINDING SKILLS. EACH UNIT CONTAINS ACTIVITIES, EDUCATIONAL OBJECTIVES, MATERIALS AND MEDIA,

AND SOURCES AND SUGGESTIONS. (NJ)

VT 102 010

BIBLIOGRAPHY ON CAREER EDUCATION.

BRIDGEPORT BOARD OF EDUCATION, CONN.

BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

OEG-0-71-0679(361)

PUB DATE - JUN73 23P.; SEE RELATED DOCUMENTS VT 102 011, VT 102 154, VT 102 155 AND VT 102 012 IN THIS ISSUE.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *CAREER EDUCATION; *AUDIOVISUAL AIDS; FILMSTRIPS; PHONOGRAPH RECORDS; FILMS; EDUCATIONAL GAMES; TAPE RECORDINGS
IDENTIFIERS - BRIDGEPORT; CONNECTICUT

ABSTRACT - A RESEARCH BIBLIOGRAPHY FOR USE BY PERSONS INVOLVED IN IMPLEMENTING CAREER EDUCATION CONCEPTS, THIS DOCUMENT CONTAINS ALL OF THE COMMERCIALY PRODUCED MULTIMEDIA USED BY PROJECT BACE WHICH IS CONNECTICUT'S EXEMPLARY PROJECT IN CAREER EDUCATION. THE RESOURCES LISTED INCLUDE BOOKS, FILMSTRIPS, RECORDS, CASSETTES, AND FILMS, WHICH ARE COMMERCIALY PRODUCED. THE LISTED ITEMS ARE ALL ANNOTATED AND INCLUDE GRADE LEVEL AND COMMERCIAL PRODUCER. (AUTHOR/VA)

VT 102 044

COMPETENCY BASED EDUCATION. AN ANNOTATED BIBLIOGRAPHY.

WEST VIRGINIA STATE DEPT. OF EDUCATION, CHARLESTON. BUREAU OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.

MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

PUB DATE - 74 53P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *PERFORMANCE BASED EDUCATION; *VOCATIONAL EDUCATION; RESOURCE GUIDES

ABSTRACT - MATERIALS INCLUDED IN THIS BIBLIOGRAPHY WERE COLLECTED DURING 1974 FOR THE EDUCATION PROFESSIONS DEVELOPMENT ACT PROJECT, "FAMILIARIZING TEACHERS WITH NEW CURRICULUM MATERIALS". OBJECTIVES OF THIS PROJECT WERE TO TRAIN VOCATIONAL TEACHERS IN COMPETENCY-BASED CURRICULAR MODELS. THE MATERIALS LISTED IN THIS BIBLIOGRAPHY ARE GROUPED AS FOLLOWS: AGRICULTURAL EDUCATION, ALLIED HEALTH OCCUPATIONS EDUCATION, BUSINESS AND OFFICE EDUCATION, HOME ECONOMICS EDUCATION, AND TRADE, INDUSTRIAL, AND TECHNICAL EDUCATION. EACH ENTRY NOTES THE AVAILABILITY AND COST OF THE ITEM. (AUTHOR/NJ)

VT 102 080

ESTABLISH CRITERIA FOR STUDENT PERFORMANCE IN A VOCATIONAL EDUCATION PROGRAM. MODULE D-1. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 11DEC72 28P.; SEE RELATED DOCUMENTS VT 102 081 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - *TEACHER EDUCATION CURRICULUM; *PERFORMANCE CRITERIA; *VOCATIONAL EDUCATION TEACHERS; *PERFORMANCE BASED EDUCATION; STUDENT EVALUATION; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, PROVIDES INSTRUCTION IN THE ESTABLISHMENT OF CRITERIA FOR STUDENT PERFORMANCE IN VOCATIONAL EDUCATION PROGRAMS. ESTABLISHING THESE OVERALL CRITERIA INVOLVES DETERMINING THE POINTS IN TIME FOR PERFORMANCE ASSESSMENT, THE PERFORMANCE OBJECTIVES TO BE ACHIEVED, AND THE LEVEL OF PERFORMANCE REQUIRED AT EACH ASSESSMENT. THE MODULE CONTAINS FOUR LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES AND OUTCOMES STATED IN BEHAVIORAL

TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, CHECKLISTS, AND CHARTS RELATING TO THE LEARNING EXPERIENCES. (NJ)

VT 102 081

ANALYZE AN OCCUPATION. MODULE #32, 33. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 25SEP72 30P.; SEE RELATED DOCUMENTS VT 102 080 AND VT 102 082 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - *JOB ANALYSIS; *VOCATIONAL EDUCATION TEACHERS; *TEACHER EDUCATION CURRICULUM; STUDY GUIDES; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO PREPARE THE VOCATIONAL EDUCATION TEACHER IN OCCUPATIONAL ANALYSIS. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES WHICH REQUIRE THE PROSPECTIVE VOCATIONAL EDUCATION TEACHER TO PLAN AN OCCUPATIONAL ANALYSIS AND TO ANALYZE SPECIFIC OCCUPATIONS WITH THE AID OF RESOURCE PEOPLE AND EXISTING OCCUPATIONAL ANALYSES. A SUPPLEMENTARY SECTION CONTAINS CHECKLISTS, EVALUATION FORMS, SELF-TESTS, AND INFORMATION SHEETS RELATED TO THE LEARNING EXPERIENCES. (NJ)

VT 102 082

SELECT AND OBTAIN STUDENT INSTRUCTIONAL MATERIALS. MODULE #73, 74, 75, 78. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2. PUB DATE - 03APR73 30P.; SEE RELATED DOCUMENTS VT 102 080, 102 081, 102 083 AND 102 084 IN THIS ISSUE.

DESCRIPTORS - *MEDIA SELECTION;
*TEACHER EDUCATION CURRICULUM;
*VOCATIONAL EDUCATION TEACHERS;
LEARNING ACTIVITIES; STUDY GUIDES;
INSTRUCTIONAL MATERIALS

ABSTRACT - PART OF A SERIES OF VOCATIONAL TEACHER EDUCATION MODULES, THIS LEARNING GUIDE IS DESIGNED TO HELP THE VOCATIONAL EDUCATION TEACHER SELECT AND OBTAIN INSTRUCTIONAL MATERIALS. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, COMPLETE WITH OBJECTIVES, SELF-TESTS, INFORMATION SHEETS, AND CHECKLISTS. INCLUDED ALSO IS A DISCUSSION OF FACTORS TO BE CONSIDERED IN MATERIALS SELECTION SUCH AS LEVEL OF STUDENTS, AVAILABLE FACILITIES AND EQUIPMENT, AND ECONOMIC AND TIME CONSTRAINTS. IN ADDITION, THE SUPPLEMENTARY SECTION SUGGESTS POSSIBLE SOURCES OF INSTRUCTIONAL MATERIALS FOR CLASSROOM USE. (NJ)

VT 102 083

WRITE STUDENT PERFORMANCE OBJECTIVES FOR THE VOCATIONAL EDUCATION OFFERING. MODULE #39. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 18SEP72 32P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 082 AND VT 102 084 IN THIS ISSUE.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; *VOCATIONAL EDUCATION TEACHERS; *TEACHER EDUCATION CURRICULUM; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO INSTRUCT THE VOCATIONAL EDUCATION TEACHER IN WRITING PERFORMANCE OBJECTIVES. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL

TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, SELF-TESTS, AND ANSWER KEYS RELATING TO THE LEARNING EXPERIENCES. (NJ)

VT 102 084

SEQUENCE STUDENT PERFORMANCE OBJECTIVES. MODULE #53, 54, 55. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 29MAR73 26P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 083 IN THIS ISSUE.

DESCRIPTORS - *TEACHER EDUCATION CURRICULUM; *VOCATIONAL EDUCATION TEACHERS; *BEHAVIORAL OBJECTIVES; SEQUENTIAL LEARNING; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO HELP THE VOCATIONAL EDUCATION ACQUIRE A COMPETENCY IN SEQUENCING STUDENT PERFORMANCE OBJECTIVES FOR VOCATIONAL COURSES. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES CHECKLISTS, INFORMATION SHEETS, SAMPLE STUDENT PERFORMANCE OBJECTIVES, AND OTHER MATERIAL RELATED TO THE LEARNING EXPERIENCES. (NJ)

VT 102 085

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, INSTRUCTOR PACKET-PART I. A SPEC UNIT FOR THE 10TH, 11TH, OR 12TH GRADE. A CAREER EDUCATION UNIT (AN EDITED DEVELOPMENTAL DRAFT).

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION, PHOENIX.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 154P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 102 086 THRU VT 102 092.

DESCRIPTORS - *ACCOUNTING; UNIT PLAN; HIGH SCHOOL STUDENTS; INDIVIDUALIZED INSTRUCTION; *TEACHING GUIDES; ANSWER KEYS; CLERICAL OCCUPATIONS; PILOT PROJECTS

ABSTRACT - THIS INSTRUCTOR PACKET IS PART OF A UNIT FOR GRADES 10, 11, AND 12, DESIGNED FOR INDIVIDUALIZED PROGRESSION IN PREPARING STUDENTS FOR ENTRY INTO THE OCCUPATION OF ACCOUNTING CLERK. THE COMPLETE UNIT CONSISTS OF FOUR PACKETS, EACH WITH TWO PARTS: INSTRUCTOR PACKET, LEARNER PACKET, EXERCISE AND WORKSHEET PACKET, AND TEST PACKET. THE INSTRUCTOR PACKET LISTS PERFORMANCE OBJECTIVES, VOCABULARY, LEARNING TASKS, AND SUPPLEMENTAL ACTIVITIES FOR LESSONS 1 THROUGH 11. IT ALSO INCLUDES PRETEST AND POSTTEST KEYS. PART I OF THE UNIT IS CONCERNED WITH THE BASIC ACCOUNTING THEORY FOUND IN THE ACCOUNTING CYCLE. (NJ)

VT 102 086

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, INSTRUCTOR PACKET-PART II. A SPEC UNIT FOR THE 10TH, 11TH, OR 12TH GRADE. A CAREER EDUCATION UNIT (AN EDITED DEVELOPMENTAL DRAFT).

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION, PHOENIX.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 175P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 102 085 AND VT 102 087 THRU 102 092.

DESCRIPTORS - *ACCOUNTING; UNIT PLAN; HIGH SCHOOL STUDENTS; INDIVIDUALIZED INSTRUCTION; *TEACHING GUIDES; ANSWER KEYS; CLERICAL OCCUPATIONS; PILOT PROJECTS

ABSTRACT - THIS INSTRUCTOR PACKET IS PART OF A UNIT FOR GRADES 10, 11, AND 12, DESIGNED FOR INDIVIDUALIZED PROGRESSION IN PREPARING STUDENTS FOR ENTRY INTO THE OCCUPATION OF ACCOUNTING CLERK. THE COMPLETE UNIT CONSISTS OF FOUR

PACKETS, EACH WITH TWO PARTS: INSTRUCTOR PACKET, LEARNER PACKET, EXERCISE AND WORKSHEET PACKET, AND TEST PACKET. THE INSTRUCTOR PACKET LISTS PERFORMANCE OBJECTIVES, VOCABULARY, LEARNING TASKS, AND SUPPLEMENTAL ACTIVITIES FOR LESSONS 12 THROUGH 21. PRETEST AND POSTTEST KEYS ARE ALSO INCLUDED. PART II OF THE UNIT IS CONCERNED WITH THE BASIC ACCOUNTING THEORY AS IT IS USED WITH THE COMBINATION JOURNAL AND SUBSIDIARY LEDGERS. IT ALSO ACQUAINTS THE STUDENT WITH PAYROLL PROCEDURES AND DATA PROCESSING FOR ACCOUNTING. (NJ)

VT 102 087

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, LEARNER PACKET-PART I. A SPEC UNIT FOR THE 10TH, 11TH, OR 12TH GRADE. A CAREER EDUCATION UNIT (AN EDITED DEVELOPMENTAL DRAFT).

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION, PHOENIX.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 122P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 102 085 THRU VT 102 086 AND VT
102 088 THRU VT 102 092.

DESCRIPTORS - *ACCOUNTING; UNIT PLAN; HIGH SCHOOL STUDENTS; INDIVIDUALIZED INSTRUCTION; *STUDY GUIDES; CLERICAL OCCUPATIONS; PILOT PROJECTS

ABSTRACT - THIS LEARNER PACKET IS PART OF A UNIT FOR GRADES 10, 11, AND 12, DESIGNED FOR INDIVIDUALIZED PROGRESSION IN PREPARING STUDENTS FOR ENTRY INTO THE OCCUPATION OF ACCOUNTING CLERK. THE COMPLETE UNIT CONSISTS OF FOUR PACKETS, EACH WITH TWO PARTS: INSTRUCTOR PACKET, LEARNER PACKET, EXERCISE AND WORKSHEET PACKET, AND TEST PACKET. THE LEARNER PACKET CONTAINS VOCABULARY, SUGGESTED LESSON TIME, SELF-CHECK KEYS, AND WORKSHEETS FOR LESSONS 1 THROUGH 11. PART I OF THE UNIT IS CONCERNED WITH THE BASIC ACCOUNTING THEORY FOUND IN THE ACCOUNTING CYCLE. (NJ)

VT 102 088

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, LEARNER
PACKET-PART II. A SPEC UNIT FOR THE
10TH, 11TH, OR 12TH GRADE. A CAREER
EDUCATION UNIT (AN EDITED
DEVELOPMENTAL DRAFT).

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION,
PHOENIX.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 118P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 102 085 THRU VT 102 087 AND VT
102 089 THRU VT 102 092.

DESCRIPTORS - *ACCOUNTING; UNIT
PLAN; HIGH SCHOOL STUDENTS;
INDIVIDUALIZED INSTRUCTION; *STUDY
GUIDES; PILOT PROJECTS; CLERICAL
OCCUPATIONS

ABSTRACT - THIS LEARNER PACKET IS
PART OF A UNIT FOR GRADES 10, 11,
AND 12, DESIGNED FOR INDIVIDUALIZED
PROGRESSION IN PREPARING THE
STUDENT FOR ENTRY INTO THE
OCCUPATION OF ACCOUNTING CLERK. THE
COMPLETE UNIT CONSISTS OF FOUR
PACKETS, EACH WITH TWO PARTS:
INSTRUCTOR PACKET, LEARNER PACKET,
EXERCISE AND WORKSHEET PACKET, AND
TEST PACKET. THE LEARNER PACKET
CONTAINS VOCABULARY, SUGGESTED
LESSON TIME, SELF-CHECK KEYS, AND
WORKSHEETS FOR LESSONS 12 THROUGH
21. PART II OF THE UNIT IS
CONCERNED WITH THE BASIC ACCOUNTING
THEORY AS IT IS USED WITH THE
COMBINATION AND SUBSIDIARY LEDGERS.
IT ALSO ACQUAINTS THE STUDENT WITH
PAYROLL PROCEDURES AND DATA
PROCESSING FOR ACCOUNTING. (NJ)

VT 102 089

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, EXERCISE
AND WORKSHEET PACKET-PART I.

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION,
PHOENIX.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 25P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 102 085 THRU VT 102 088 AND VT
102 090 THRU VT 102 092.

DESCRIPTORS - *ACCOUNTING; UNIT
PLAN; HIGH SCHOOL STUDENTS;
INDIVIDUALIZED INSTRUCTION;
*WORKSHEETS; PILOT PROJECTS;
CLERICAL OCCUPATIONS

ABSTRACT - THIS EXERCISE AND
WORKSHEET PACKET IS PART OF A UNIT
FOR GRADES 10, 11, AND 12, DESIGNED
FOR INDIVIDUALIZED PROGRESSION IN
PREPARING STUDENTS FOR ENTRY INTO
THE OCCUPATION OF ACCOUNTING CLERK.
THE COMPLETE UNIT CONSISTS OF FOUR
PACKETS, EACH WITH TWO PARTS:
INSTRUCTOR PACKET, LEARNER PACKET,
EXERCISE AND WORKSHEET PACKET, AND
TEST PACKET. THE EXERCISE AND
WORKSHEET PACKET CONTAINS A COPY OF
EVERY WORKSHEET IN THE LEARNER
PACKET FOR LESSONS 1 THROUGH 11 SO
THAT THE INSTRUCTOR CAN DUPLICATE
THESE PAGES IF THE PACKET IS TO BE
SAVED FOR OTHER LEARNERS. PART I OF
THE UNIT IS CONCERNED WITH THE
BASIC ACCOUNTING THEORY FOUND IN
THE ACCOUNTING CYCLE. (NJ)

VT 102 090

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, EXERCISE
AND WORKSHEET PACKET-PART II.

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION,
PHOENIX.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 27P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 102 085 THRU VT 102 089 AND VT
102 091 THRU VT 102 092.

DESCRIPTORS - *ACCOUNTING; UNIT
PLAN; HIGH SCHOOL STUDENTS;
INDIVIDUALIZED INSTRUCTION;
*WORKSHEETS; CLERICAL OCCUPATIONS

ABSTRACT - THIS EXERCISE AND
WORKSHEET PACKET IS PART OF A UNIT
FOR GRADES 10, 11, AND 12, DESIGNED
FOR INDIVIDUALIZED PROGRESSION IN
PREPARING STUDENTS FOR ENTRY INTO
THE OCCUPATION OF ACCOUNTING CLERK.
THE COMPLETE UNIT CONSISTS OF FOUR
PACKETS, EACH WITH TWO PARTS:
INSTRUCTOR PACKET, LEARNER PACKET,
EXERCISE AND WORKSHEET PACKET, AND
TEST PACKET. THE EXERCISE AND

WORKSHEET PACKET CONTAINS A COPY OF EVERY WORKSHEET IN THE LEARNER PACKET FOR LESSONS 12 THROUGH 21 SO THAT THE INSTRUCTOR CAN DUPLICATE THESE PAGES IF THE PACKET IS TO BE SAVED FOR OTHER LEARNERS. PART II OF THE UNIT IS CONCERNED WITH THE BASIC ACCOUNTING THEORY AS IT IS USED WITH THE COMBINATION JOURNAL AND SUBSIDIARY LEDGERS. IT ALSO ACQUAINTS THE STUDENT WITH PAYROLL PROCEDURES AND DATA PROCESSING FOR ACCOUNTING. (NJ)

VT 102 091

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, TEST
PACKET-PART I.

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION,
PHOENIX.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 61P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 102 085 THRU VT 102 090 AND VT
102 092.

DESCRIPTORS - *TESTS; *PRETESTS;
*POST TESTING; *ACCOUNTING; UNIT
PLAN; HIGH SCHOOL STUDENTS;
CLERICAL OCCUPATIONS; PILOT
PROJECTS

ABSTRACT - THIS TEST PACKET IS PART OF A UNIT FOR GRADES 10, 11, AND 12, DESIGNED FOR INDIVIDUALIZED PROGRESSION IN PREPARING STUDENTS FOR ENTRY INTO THE OCCUPATION OF ACCOUNTING CLERK. THE COMPLETE UNIT CONSISTS OF FOUR PACKETS, EACH WITH TWO PARTS: INSTRUCTOR PACKET, LEARNER PACKET, EXERCISE AND WORKSHEET PACKET, AND TEST PACKET. THE TEST PACKET CONTAINS BOTH PRETESTS AND POSTTESTS FOR LESSONS 1 THROUGH 12. PART I OF THE UNIT IS CONCERNED WITH THE BASIC ACCOUNTING THEORY FOUND IN THE ACCOUNTING CYCLE. (NJ)

VT 102 092

FOSTER, BRIAN, AND OTHERS
ACCOUNTING CLERK GUIDE, TEST
PACKET-PART II.

MESA PUBLIC SCHOOLS, ARIZ.
ARIZONA STATE DEPT. OF EDUCATION,

PHOENIX.

DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - JUN73 131P.; SEE
RELATED DOCUMENTS IN THIS ISSUE AS
VT 102 085 THRU VT 102 091.

DESCRIPTORS - *ACCOUNTING; *TESTS;
*PRETESTS; *POST TESTING;
INDIVIDUALIZED INSTRUCTION; UNIT
PLAN; HIGH SCHOOL STUDENTS;
CLERICAL OCCUPATIONS; PILOT
PROJECTS

ABSTRACT - THIS TEST PACKET IS PART OF A UNIT FOR GRADES 10, 11, AND 12, DESIGNED FOR INDIVIDUALIZED PROGRESSION IN PREPARING THE STUDENT FOR ENTRY INTO THE OCCUPATION OF ACCOUNTING CLERK. THE COMPLETE UNIT CONSISTS OF FOUR PACKETS, EACH WITH TWO PARTS: INSTRUCTOR PACKET, LEARNER PACKET, EXERCISE AND WORKSHEET PACKET, AND TEST PACKET. THE TEST PACKET CONTAINS BOTH PRETESTS AND POSTTESTS FOR LESSONS 12 THROUGH 21. PART II OF THE UNIT IS CONCERNED WITH THE BASIC ACCOUNTING THEORY AS IT IS USED IN THE COMBINATION JOURNAL AND SUBSIDIARY LEDGERS. IT ALSO ACQUAINTS THE STUDENT WITH PAYROLL PROCEDURES AND DATA PROCESSING FOR ACCOUNTING. (NJ)

VT 102 191

ROBEY, DORIS; BURR, BETTY
A COMPARATIVE STUDY OF ALTERNATIVE
METHODS AND TECHNIQUES IN
STENOGRAPHIC TRAINING.

PULASKI COUNTY SPECIAL SCHOOL
DISTRICT, ARK.
ARKANSAS STATE DEPT. OF EDUCATION,
LITTLE ROCK.; BUREAU OF
OCCUPATIONAL AND ADULT EDUCATION
(DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE
ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - JUN75 30P.

DESCRIPTORS - *STENOGRAPHY; OFFICE
PRACTICE; OFFICE MACHINES;
*EXPERIMENTAL PROGRAMS; COMPARATIVE
ANALYSIS
IDENTIFIERS - LITTLE ROCK; ARKANSAS

ABSTRACT - A SURVEY CONDUCTED IN

1974 IN THE LITTLE ROCK AREA REVEALED THERE WAS A DEMAND FOR OFFICE PERSONNEL WHO COULD TAKE SHORTHAND. THERE WAS A DEFINITE NEED FOR THE INITIATION AND IMPLEMENTATION OF A PROGRAM AT MCCLELLAN HIGH SCHOOL TO BOOST ENROLLMENT IN SHORTHAND COURSES. THE PURPOSE OF THIS STUDY WAS TO DETERMINE IF STUDENTS COULD ACQUIRE A PROFICIENCY LEVEL IN TRANSCRIPTION FOR EMPLOYMENT IN A ONE-YEAR PERIOD THAT EXCEEDS THE LEVEL NOW ACHIEVED IN THE TRADITIONAL SHORTHAND CLASSES. A COMPARATIVE STUDY WAS CONDUCTED TO ASCERTAIN WHETHER STUDENTS COULD ACHIEVE A HIGHER LEVEL OF SKILL THROUGH THE USE OF MACHINES OR BY THE TRADITIONAL APPROACH. ALL STUDENTS HAD ONE HOUR OF INSTRUCTION DAILY. THE MACHINE METHOD OF TEACHING SHORTHAND APPEARED TO BE A SUPERIOR METHOD. FORTY-FOUR PERCENT OF THE STUDENTS IN THE EXPERIMENTAL MACHINE SHORTHAND GROUPS HAD REACHED A JOB-ENTRY SKILL LEVEL BY THE END OF THE SCHOOL YEAR. THIS COMPARED TO 6 PERCENT IN THE CONTROL GROUPS OF TRADITIONAL GREGG SHORTHAND. (VA)

VT 102 215

CASHIER/ACCOUNTS RECEIVABLE CLERK EXPLORATION.

PORTSMOUTH CITY SCHOOLS, VA.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 38P.; RELATED DOCUMENTS VT 102 215 THROUGH VT 102 218 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION;
*JUNIOR HIGH SCHOOLS; *DISTRIBUTIVE EDUCATION; *CLERICAL OCCUPATIONS;
*SIMULATION

ABSTRACT - THESE STUDENT MATERIALS PRESENT EXERCISES DESIGNED TO SIMULATE THE JOB PERFORMED BY A CASHIER/ACCOUNTS RECEIVABLE CLERK. THE CONTENT OF THE COURSE COVERS JOB INSTRUCTIONS, WRITING RECEIPTS, PROVING CASH, CUSTOMER ACCOUNTS,

PREPARING STATEMENTS, AND SCHEDULE OF ACCOUNTS RECEIVABLE. ALSO INCLUDED IN THIS DOCUMENT ARE A PRETEST AND POSTTEST FOR THE UNIT AND A GLOSSARY. (LJ)

VT 102 217

CLERK-TYPIST EXPLORATION.

PORTSMOUTH CITY SCHOOLS, VA.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 33P.; RELATED DOCUMENTS VT 102 215 THROUGH VT 102 218 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION;
*JUNIOR HIGH SCHOOLS; DISTRIBUTIVE EDUCATION; *CLERICAL OCCUPATIONS;
*SIMULATION; *TYPISTS

ABSTRACT - THESE STUDENT MATERIALS PRESENT EXERCISES DESIGNED TO SIMULATE THE JOB PERFORMED BY A CLERK-TYPIST. THE CONTENT OF THE COURSE COVERS JOB INSTRUCTIONS, FORM LETTERS, INVOICES, A ROUGH DRAFT BUSINESS REPORT, PURCHASE REQUISITION, PURCHASE ORDER, TELEPHONE CONVERSATION, AND RATING SCALE--TELEPHONE PERSONALITY. ALSO INCLUDED IN THIS DOCUMENT ARE A PRETEST AND POSTTEST FOR THE UNIT AND A GLOSSARY. (LJ)

VT 102 218

FLESHMAN, KAY M.
DESIGN FOR A ONE-SEMESTER CURRICULUM FOR EXPLORATORY BUSINESS. FINAL REPORT.

PORTSMOUTH CITY SCHOOLS, VA.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 38P.; RELATED DOCUMENTS VT 102 215 THROUGH VT 102 218 IN THIS ISSUE.

DESCRIPTORS - *JUNIOR HIGH SCHOOLS;
*CAREER EDUCATION; *BUSINESS EDUCATION; *CURRICULUM GUIDES;
*SIMULATION

ABSTRACT - THIS FINAL REPORT CONSISTS OF FOUR PARTS: (1) A REPORT OF THE PROJECT TO DESIGN AN EXPLORATORY BUSINESS COURSE, (2) A COURSE OUTLINE FOR THAT COURSE, (3) A LIST OF OBJECTIVES AND TEACHING SUGGESTIONS, AND (4) A BIBLIOGRAPHY AND LIST OF RESOURCES. THE INTENT OF THE PROJECT WAS TO DESIGN A CURRICULUM FOR A ONE-SEMESTER COURSE AT THE JUNIOR HIGH SCHOOL LEVEL WHICH WOULD ALLOW STUDENTS TO DISCOVER HOW BUSINESSES OPERATE AND TO EXPLORE OPPORTUNITIES FOR A CAREER IN BUSINESS. ALONG WITH THE CURRICULUM GUIDE, SIMULATIONS WERE DEVELOPED FOR THE JOBS OF CLERK-TYPIST, RETAIL SALES CLERK, AND CASHIER/ACCOUNTS RECEIVABLE CLERK. (LJ)

VT 102 259
LEARNING ABOUT BUSINESS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C. DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C22, \$7.00 EA.)
PUB DATE - 74 118P.

DESCRIPTORS - *CAREER EDUCATION; LEARNING ACTIVITIES; GRADE 1; GRADE 2; GRADE 3; GRADE 4; INTEGRATED CURRICULUM; *TEACHING GUIDES; SOCIAL STUDIES; *BUSINESS EDUCATION; *CAREER AWARENESS

ABSTRACT - IN THIS TEACHER'S GUIDE, LEARNING EXPERIENCES FOCUS ON HELPING STUDENTS IN PRIMARY GRADES DEVELOP THEIR UNDERSTANDING OF THE INTERRELATIONSHIPS AMONG BUSINESSES, WORKERS, AND FAMILIES THROUGH EXAMINATIONS OF LOCAL STORES AND BUSINESSES AND OF THE WORKERS WHO WORK IN THEM. STUDENTS ARE GIVEN THE OPPORTUNITY TO ACQUIRE ECONOMIC AWARENESS AND SELF-SUFFICIENCY. THEY LEARN TO MATCH NEEDED GOODS AND SERVICES TO THE TYPES OF STORES AND BUSINESSES THAT PROVIDE THEM. THEY IDENTIFY

AND EXPLORE THE BASIC BUSINESS PRINCIPLES OF INCOME, EXPENSES, AND DEPENDENCE ON WORKERS, CUSTOMERS, AND OTHER BUSINESSES. THE SUBJECT AREA FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL IS SOCIAL STUDIES. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 344
METRIC EDUCATION. AN ANNOTATED BIBLIOGRAPHY FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION. BIBLIOGRAPHY SERIES NO. 26.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3. DEC-0-74-9335
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #BB26, \$10.00 EA.)
PUB DATE - 74 156P.; RELATED DOCUMENT VT 102 227 IN THIS ISSUE.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *METRIC SYSTEM; *VOCATIONAL EDUCATION; *REFERENCE MATERIALS

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY IS DESIGNED TO ASSIST VOCATIONAL, TECHNICAL, AND ADULT EDUCATION TEACHERS AND OTHERS LOCATE AVAILABLE MATERIALS ON METRIC EDUCATION. EACH CITED ITEM IS AVAILABLE FROM A SUPPLIER OR AN INFORMATION SYSTEM. IT IS ORGANIZED INTO THREE SECTIONS: INSTRUCTIONAL MATERIALS, REFERENCE MATERIALS AND RESOURCE LISTS. THE INSTRUCTIONAL MATERIALS SECTION IS ORGANIZED BY MATERIAL TYPE: INSTRUCTOR GUIDES, STUDENT MATERIALS, AND AUDIO-VISUAL MATERIALS. EACH CITATION PROVIDES INFORMATION ON POSSIBLE USE; FOR EXAMPLE, EDUCATIONAL LEVEL INDICATED IN PARENTHESIS AT THE END

OF EACH CITATION AND CONTENT INDICATED IN THE ANNOTATION. INCLUDED IN THE REFERENCE MATERIALS SECTION ARE ITEMS ON GENERAL METRICATION, IMPACT ON EDUCATION, METRICATION OF BUSINESS AND INDUSTRY, IMPACT ON CONSUMERS, INTERNATIONAL SYSTEM OF UNITS (SI), CONVERTING FROM CUSTOMARY TO METRIC UNITS, NATIONAL AND INTERNATIONAL STANDARDS, AND BIBLIOGRAPHIES. THE LISTS OF RESOURCES IN SECTION THREE ARE DESIGNED TO HELP THE USER LOCATE ORGANIZATIONS, PUBLISHERS, SUPPLIERS, AND RESOURCE PERSONS WHO MAY BE HELPFUL IN DEVELOPING OR SELECTING CURRICULUM MATERIALS. NAMES, ADDRESSES, AND AVAILABLE MATERIALS AND SERVICES ARE GIVEN. (AUTHOR/NJ)

VT 102 365

CURRY, CHARLES
A COMPILATION, PREPARATION AND DISTRIBUTION OF INSTRUCTIONAL MATERIALS THAT EMPHASIZE POSITIVE WORK ETHICS. FINAL REPORT.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF AGRICULTURAL EDUCATION.
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 15P.; RELATED DOCUMENT VT 102 366 IN THIS ISSUE.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *WORK ATTITUDES; ETHICAL VALUES; NATIONAL SURVEYS; *MEDIA SELECTION

ABSTRACT - A SURVEY WAS CONDUCTED AMONG 343 CHAIRMEN OF COLLEGE VOCATIONAL TEACHER EDUCATION DEPARTMENTS, PERSONS RESPONSIBLE FOR CURRICULUM DEVELOPMENT CENTERS, RESEARCH UNIT COORDINATORS, REPRESENTATIVES OF THE NATIONAL NETWORK FOR CURRICULUM COORDINATION IN VOCATIONAL EDUCATION, STATE SCHOOL SUPERINTENDENTS, AND STATE VOCATIONAL EDUCATION DIRECTORS TO SELECT MEDIA AND GATHER INSTRUCTIONAL MATERIALS THAT

STRESSED POSITIVE WORK ATTITUDES AND ETHICAL VALUES. MATERIALS FOCUSING ON PRIDE IN GOOD WORKMANSHIP, JOB ATTAINMENT AND HOLDING POWER, OCCUPATIONAL DECISIONMAKING, AND POTENTIAL JOB SATISFACTION WERE COMPILED AND ISSUED AS A SEPARATE ANNOTATED BIBLIOGRAPHY, VT 102 366 IN THIS ISSUE, TO ASSIST IN TEACHING POSITIVE WORK ATTITUDES MORE EFFECTIVELY. CONTACT LETTERS, SURVEY INSTRUMENT, AND BIBLIOGRAPHY FORM ARE APPENDED. (KJ)

VT 102 366

CURRY, CHARLES
AN ANNOTATED BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS WHICH EMPHASIZE WORK ETHICS.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DEPT. OF AGRICULTURAL EDUCATION.
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - JUN75 22P.; RELATED DOCUMENT VT 102 365 IN THIS ISSUE.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *WORK ATTITUDES; *MEDIA SELECTION; *INSTRUCTIONAL MATERIALS; ETHICAL VALUES

ABSTRACT - ANNOTATED BIBLIOGRAPHY ISSUED AS THE RESULT OF A MEDIA SELECTION SURVEY, VT 102 365 IN THIS ISSUE. THE PROJECT WAS DESIGNED TO COMPILE, EVALUATE, AND ORGANIZE TITLES AND SOURCES OF INSTRUCTIONAL MATERIALS DEALING WITH SUBJECTS RELATED TO POSITIVE WORK ATTITUDES. SUBJECT MATERIAL INCLUDES PRIDE IN GOOD WORKMANSHIP, GETTING AND HOLDING A JOB, ETHICAL CONDUCT, REASONS FOR WORKING, REALISTIC SELF-IMAGE, JOB SATISFACTION, OCCUPATIONAL CHOICE, AND CAREER ADVANCEMENT. TYPES OF MATERIAL AVAILABLE ARE BOOKS, FILMS, SLIDES AND FILM STRIPS, AND RECORDS. THE INTENDED AUDIENCE RANGE INCLUDES PRE-K THROUGH ADULTS, HANDICAPPED AND

BUSINESS AND OFFICE

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NONHANDICAPPED, DISADVANTAGED,
TEACHERS, TEACHER EDUCATORS,
GUIDANCE PERSONNEL, ADMINISTRATORS,
AND STATE PERSONNEL. (KJ)

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VT 100 486	ED 094 271	78
VT 100 487	ED 094 271	79
VT 100 488	ED 094 271	79
VT 100 489	ED 094 271	79
VT 100 490	ED 094 271	80
VT 100 491	ED 094 271	80
VT 100 492	ED 094 271	80

VT NUMBER	ED NUMBER	MICROFICHE SHEET
VT 100 493	ED 094 271	80
VT 100 494	ED 094 271	81
VT 100 508	ED 094 271	94
VT 100 601	ED 094 272	2
VT 100 607	ED 094 272	17
VT 100 615	ED 094 272	23
VT 100 618	ED 094 272	25
VT 100 619	ED 094 272	26
VT 100 620	ED 094 272	26
VT 100 621	ED 094 272	28
VT 100 622	ED 094 272	29
VT 100 627	ED 094 272	35
VT 100 629	ED 094 272	40
VT 100 639	ED 094 272	52
VT 100 678	ED 094 272	80
VT 100 686	ED 094 272	91
#VT 100 699		
VT 100 801	ED 095 434	2
VT 100 803	ED 095 434	4
VT 100 804	ED 095 434	6
VT 100 805	ED 095 434	6
VT 100 806	ED 095 434	6
VT 100 815	ED 095 434	15
VT 100 816	ED 095 434	23
VT 100 818	ED 095 434	27
VT 100 822	ED 095 434	35
VT 100 852	ED 095 434	80
VT 100 857	ED 095 434	84
VT 100 878	ED 095 434	95
VT 100 896	ED 095 434	109
VT 100 899	ED 095 434	111
VT 101 003	ED 096 554	4
VT 101 043	ED 096 554	61
VT 101 206	ED 101 219	18
VT 101 207	ED 101 219	20
VT 101 215	ED 101 219	30
VT 101 231	ED 101 219	45
VT 101 250	ED 101 219	65
VT 101 255	ED 101 219	72
VT 101 262	ED 101 219	82
VT 101 263	ED 101 219	83
VT 101 264	ED 101 219	83
VT 101 265	ED 101 219	85
VT 101 274	ED 101 219	97
VT 101 283	ED 101 219	107
VT 101 287	ED 101 219	111
VT 101 348	ED 101 219	202

VT NUMBER	ED NUMBER	MICROFICHE SHEET
VT 101 356	ED 101 219	215
VT 101 357	ED 101 219	216
VT 101 363	ED 101 219	228
VT 101 389	ED 101 219	250
#VT 101 399		
VT 101 401	ED 103 724	2
VT 101 402	ED 103 724	3
VT 101 406	ED 103 724	5
VT 101 409	ED 103 724	10
VT 101 412	ED 103 724	13
VT 101 415	ED 103 724	20
VT 101 421	ED 103 724	25
VT 101 442	ED 103 724	37
VT 101 444	ED 103 724	40
VT 101 453	ED 103 724	48
VT 101 463	ED 103 724	75
VT 101 476	ED 103 724	97
VT 101 477	ED 103 724	105
VT 101 487	ED 103 724	117
VT 101 536	ED 103 724	176
VT 101 581	ED 103 724	233
VT 101 615	ED 108 003	26
VT 101 626	ED 108 003	48
VT 101 660	ED 108 003	103
VT 101 756	ED 108 003	192
VT 101 766	ED 108 003	202
VT 101 771	ED 108 003	209
#VT 101 791		
VT 101 801	ED 109 512	2
VT 101 804	ED 109 512	3
VT 101 811	ED 109 512	13
VT 101 819	ED 109 512	28
VT 101 824	ED 109 512	33
VT 101 828	ED 109 512	37
VT 101 829	ED 109 512	38
VT 101 835	ED 109 512	44
VT 101 836	ED 109 512	45
VT 101 837	ED 109 512	47
VT 101 862	ED 109 512	75
VT 101 864	ED 109 512	76
VT 101 865	ED 109 512	77
VT 101 866	ED 109 512	78
VT 101 867	ED 109 512	79
VT 101 901	ED 109 512	122
VT 101 947	ED 109 512	183
#VT 101 948		
*VT 101 969	ED 112 188	

VT NUMBER	ED NUMBER	MICROFICHE SHEET
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*VT 102 010	ED 114 506	
*VT 102 044	ED 112 244	
*VT 102 080	ED 112 266	
*VT 102 081	ED 113 558	
*VT 102 082	ED 113 559	
*VT 102 083	ED 113 560	
*VT 102 084	ED 113 561	
*VT 102 085	ED 114 515	
*VT 102 086	ED 114 516	
*VT 102 087	ED 114 517	
*VT 102 088	ED 114 518	
*VT 102 089	ED 114 519	
*VT 102 090	ED 114 520	
*VT 102 091	ED 114 521	
*VT 102 092	ED 114 522	
*VT 102 191	ED 112 204	
*VT 102 215	ED 114 685	
*VT 102 217	ED 114 687	
*VT 102 218	ED 114 684	
#VT 102 259		
*VT 102 344	ED 115 953	
*VT 102 365	ED 115 966	
*VT 102 366	ED 115 766	

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